

## Education Officer Job Description

**Responsible to: Communications and Membership Manager**

### Our Vision

BSH is the haematology hub for all healthcare professionals and *the* voice for the specialty in the UK

### Our Mission

BSH exists to transform patient care through excellence in haematology. We do this by:

- providing and supporting multidisciplinary education for students and professionals at all levels
- raising standards of clinical care and laboratory practice through guidelines and the provision of expert advice
- providing support and advocacy for research and publicising results
- providing networking opportunities that bring haematology professionals together
- representing the interests and concerns of haematology professionals at national level.

### Job Purpose

The role of the Education Officer is to coordinate the BSH's educational activities and resources, working with a range of internal and external stakeholders to maintain and develop haematological education programmes and resources. Event and project management, in addition to supporting Committees are key aspects of this role.

### Events and Education

- Manage the development and delivery of the Society's education programmes in collaboration with relevant committees and external agencies, with regular review of impact and effectiveness.
- Manage the future direction of educational activities, through close working with the Chair of the Education Committee
- Delivery of administrative support to the Education Committee (including six meetings per year).
- Maintaining an overview of Society education projects and providing input as required
- Work proactively with the Communications team to ensure marketing and communication of relevant activities.
- Ensure that the education pages of the website are kept up to date, including the adding of internal and external meetings.
- Working with volunteers to keep the on-line educational tools up to date, this includes case reports, MCQs and haematology images
- Managing the annual student essay competition
- Attendance at BSH education events where possible.

### Regional Leads Network

- Managing the Regional Leads Network to deliver regional education events.

### **Specialist Interest Groups (SIGs) Support**

- Working with the professional conference organisers to run events for four SIGs; currently Lymphoma, Teenage and Young Adult, and Obstetric Haematology. The Society will shortly have a Paediatric SIG too.

### **Programmes Committee and Annual Scientific Meeting**

- Providing support to the Programmes Committee (no. of meetings varies throughout the year) includes providing internal information as requested by the Committee, booking catering and meeting rooms.
- Acting as the interface between the Committee and the professional conference organiser (PCO) company.

### **Other responsibilities**

- Covering for members of the Membership and Communications team in periods of absence.
- Attending the ASM to assist on the Society stand
- This role has no line management responsibilities so the postholder will need to be self-sufficient and responsible for all administration tasks related to the role.

*This is a description of the job as it is presently constituted. It is the practice of BSH to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect business needs. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.*

## Education Officer Person Specification

	Requirements
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 'A' level education</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Project management accreditation</li> </ul>
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills and the ability to work with a diverse range of people at all levels</li> <li>• Strong organisational skills with excellent attention to detail</li> <li>• Ability to prioritise tasks effectively and meet deadlines amid a range of competing demands</li> <li>• Influencing skills</li> </ul>
<b>Abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to build a strong rapport and good relationships with volunteers</li> <li>• Ability to "manage up"</li> <li>• Self-motivated with the ability to use initiative and judgement</li> <li>• Flexible outlook and willingness to contribute outside the normal range of duties</li> </ul>
<b>Knowledge and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working in education, including resource development and delivery</li> <li>• Experience of working with committees and minute taking</li> <li>• Experience of working with third party suppliers</li> <li>• Experience of using Windows-based applications, Word, Excel, Outlook</li> <li>• Experience of CMS and updating websites</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working with senior volunteers</li> <li>• Experience of event management</li> <li>• Experience of project management</li> </ul>

	<ul style="list-style-type: none"><li>• An understanding of professional societies</li><li>• Experience of working in a small office</li></ul>
<b>Personal circumstances</b>	<b>Desirable</b> <ul style="list-style-type: none"><li>• The ability to work additional and unsociable hours, for example to ensure that deadlines are met</li></ul>