

**Post: Education Officer**

**Salary: £29 – 30K per annum depending on experience**

**Location: Central London**

The British Society for Haematology (BSH) has been bringing haematology professionals together since 1960 to transform the care they provide to patients. With 1700 members worldwide, we are the largest UK haematology organisation and the only society to cover all aspects of the specialty.

While most of our members are consultants and trainee doctors, we also provide membership to clinical and biomedical scientists, pharmacists and nurses. One of our core objectives is to strengthen membership engagement in all the Society's activities.

**The role**

We are looking for a highly organised and proactive Education Officer to join our small, friendly team to develop, co-ordinate and manage the delivery of the Society's education programmes in collaboration with relevant committees and external agencies. Working closely with the Chair of the Education Committee to manage the future direction of educational activities, you will also provide administrative support to various committees and Specialist Interest Groups. You will work closely with the Communications team to promote the Society's educational resources, as well as working with volunteers and external suppliers to ensure that the education section of the website and on-line tools are kept up to date. Prior experience of CMS and updating websites is therefore essential.

In this key role, the successful candidate will have solid experience of working in the education sector, including resource development and delivery. The ability to build strong rapport and good working relationships with colleagues, volunteers and third party suppliers alike will be vital. With experience of working with committees, you will use your strong administrative and organisational skills to ensure the smooth running of meetings and events. Influencing skills and assertiveness are key to success in this role, along with the ability to 'manage up'. Experience in project management, ideally with a qualification in this area, is desirable but not critical. This role requires some flexibility to accommodate occasional out of hours and weekend events.

If you feel excited by the challenges posed by this role, please submit your application form to [recruitment@hrservicespartnership.co.uk](mailto:recruitment@hrservicespartnership.co.uk). Please note that you will need to complete an application form in full for this position; we will not review CVs.

**Closing Date: 9am on Monday 17<sup>th</sup> September 2018**

**Interview date: Tuesday 25<sup>th</sup> September in central London**

No agencies please.

*The British Society for Haematology is committed to equal opportunities and values diversity in its workforce.*