ROYAL COLLEGE OF PHYSICIANS OF IRELAND

Frederick House
19 South Frederick Street, Dublin 2
Telephone: +353 1 863 9700
Facsimile: +353 1 672 4707
Website: www.rcpi.ie

POST SPECIFICATION

Post Title	Programme Coordinator-Education
Post Status	Fixed Term
Department/Function	Education – Education Delivery
Salary	Not disclosed
Closing Date	Friday, September 2nd 2022
Reference Number	RCPI-52-22

Post Summary
RCPI is seeking to appoint a Programme Coordinator. The successful candidate will have primary responsibility for the management and delivery of Education Programmes which encompass courses and educational events for physicians and other healthcare professionals.

This candidate will work closely with a range of RCPI departments and external stakeholders including other healthcare related institutions.

Reporting Relationship
The Programme Coordinator will report to the Education Team Lead.

Standard Duties of the Post
Duties will involve, but are not limited to:

- Contribute to the development, maintenance, and management of blended learning education programmes.
- Effectively use the online system to set up courses, advertise and market them through the RCPI website and other appropriate communications media e.g mailchimp.
- Effectively use technology platforms to execute best in class educational courses and programmes including learning environments such as brightspace and video conferencing cloud- based platforms such as Zoom.
- Ensure all programme activities and course materials meet with relevant organisation and statutory policies and procedures.
- Monitor participant admissions, registration & cancellation processes to ensure efficiencies and internal helpdesk to manage these queries.
- Prepare course materials for timely circulation to participants.
- Liaise and manage key stakeholders on all course/ programme matters from development to programme delivery.
- Provide full administration support to programmes including booking: rooms, catering, travel and accommodation and expenses management, payments to faculty.
- Develop procedures and strategies to enable an efficient department.
- Support colleagues, as necessary at CPD courses.
- Evaluate, review and revise courses and programmes, including costs.
- Act as key contact for all correspondence relating to relevant programmes.
- Maintain all records relating to the education programmes.
- Prepare weekly update and status reports.

Frederick House
19 South Frederick Street, Dublin 2
Telephone: +353 1 863 9700
Facsimile: +353 1 672 4707
Website: www.rcpi.ie

Person Specification

Essential

- Educated to degree level or equivalent.
- English fluency.
- 2-3 years experience in a comparable role.
- Excellent organisational and inter-personal skills with skillful attention to detail.
- Strong collaboration and communication skills.
- Proven ability to work well with a team.
- Proven track record of achieving business goals.
- Excellent ICT skills with the capacity to maximise technology to increase efficiencies in processes and procedures.

Desirable

- Experience in a medical administration environment
- Experience in collaborating with clinical specialists.

Application Requirement

Application Requirement Candidates should submit a cover letter and CV to jobs@rcpi.ie specifically addressing how your experience fits with the requirements of the role.