Post Specification

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| Post Title | Programme Coordinator – Education Delivery |
| Post Status | Permanent |
| Department/Function | Education Delivery |
| Salary | €33000- €36000 |
| Closing Date | Friday,25th November 2022 |

# 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.

# 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.

To apply, please send the below information using the link below:

* Up to date CV
* Cover letter

The closing date for applications is Friday 25 November 2022, 12pm.

<https://cezanneondemand.intervieweb.it/rcpi/jobs/programme-coordinator-education-delivery-28478/en/>

**EMPLOYEE BENEFITS**

Our talented team is the foundation of the College’s success. We value every employee and aim to provide you with the supports and benefits to succeed in your role.

A comprehensive benefit package is available for all staff

**Flexible Benefit payment:**Pro –rate €1000 per year flexible benefit payment following successful probationary period.

**Pension:**Defind benefit pension scheme - 3.3 % employee contribution, 6.6 % employer contribution.

**Life Assurance**: 4 times annual salary

**Income protection:**RCPI provides employees with the sick pay scheme

**Hybrid Working model:**We value work-life balance, 35 hours per week with a hybrid model of working from home.

**Holidays**: 21 days per annum plus 3/4 College Days.

**Employee Assistance Programme:**EAP services for you and your family are available 24/7, 365 days a year.

**Professional Development:**We are committed to supporting our employees to grow and advance

* Education Assistance programme
* Promote training and development
* LinkedIn Learning access

**Bike to work and Taxsaver**

**Diversity and Inclusion**

RCPI recognises the importance of equality, diversity and inclusion. We are an open and inclusive organisation that celebrates and welcomes diversity. We lead initiatives that support, promote and demonstrate of culture of mutual respect, inclusivity and diversity, as outlined in our Diversity and Inclusion policy.