

Job description

Senior Education Officer

Reporting to:	Health Professional Education and Engagement Manager
Salary:	£33,100 plus London weighting if applicable, contributory pension scheme
Location:	Remote (or London Hybrid) UK wide – home based with travel (across UK) and overnight stays
Holiday entitlement:	27 days plus three discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Permanent and full time, 35 hours a week. The postholder may be required to work some evenings or weekends, for which time off in lieu (TOIL) will be given in line with our TOIL policy.
Fixed term contract:	Two years

About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We currently have around 90 staff based in England, Wales, Scotland and Northern Ireland. Thanks to the generosity of our community, we're in a privileged position to be able to grow our staff team to deliver our ambitious five-year strategy, '[On A Mission](#)'. There are huge challenges facing bowel cancer patients across the UK and our community needs us now more than ever. We're building a strong and united team to bring us closer to a future where nobody dies of bowel cancer.

Job summary

A key focus of our strategy is to reach and engage with as many people as possible, affected by and at risk of bowel cancer, by embedding our information and support services within NHS diagnostic, treatment and care pathways. As Senior Education Officer you'll play a

central role in helping us achieve this, by developing education content and establishing relationships with primary care health professionals. You'll support education events, requiring regular travel to London and around the UK.

Main responsibilities

- Lead on the development and delivery of education opportunities, such as online learning modules, symposia sessions and education events
- Ensure our education programme is developed to meet health professional's educational needs and the organisational strategy needs
- Pro-actively horizon scan, evaluate progress and feedback evaluation and learning into the charity
- Seek new and innovative methods to deliver education
- Develop our pool of educational speakers, ensuring we have a range of experts across the professions in the UK
- Develop and maintain our Professionals Network, focussing on primary care health professionals
- Lead the marketing and promotion of our education programme
- Maintain health professional education web pages
- Oversee project budget
- Work collaboratively and flexibly with staff across the charity, volunteers and external partners to adopt a co-productive approach to service development to ensure all service development is evidence based and needs led. Make appropriate use of user engagement and involvement – including for example desktop research, surveys, focus groups, feedback and evaluation
- Actively support the monitoring and evaluation of services for quality, outcomes and impact in line with the Services-wide evaluation framework. This includes making data available to inform decisions on further service development and improvement to ensure our services ensure to meet the needs of people affected by bowel cancer

Other duties

- Disseminate outcomes and achievements across the charity and to key external stakeholder groups
- Participate in all relevant meetings of the charity, as appropriate, including Team Together days
- Ensure data is handled in accordance with the Data Protection Act
- To raise the profile and credibility of the charity as an education provider
- Demonstrate a commitment to equality, diversity and inclusion in the way you work

Person specification

Qualifications and experience

- Experience working in a health professional facing role
- Significant and proven experience developing education content, including online learning modules and best practice guidance
- Experience developing effective marketing and communications for health professionals
- Budget management experience
- Proven experience developing and managing external stakeholder relationships
- Proven experience supporting project management and delivery, with the ability to confidently manage multiple projects in a fast-paced environment
- Experience working in a remote/dispersed team

Knowledge, skills and abilities

- Proven ability to work collaboratively across teams and functions to achieve shared aims and objectives

- Strong networking, relationship building and relationship management skills with the ability to inspire and motivate others
- Proven ability to work autonomously and proactively to seek out opportunities and achieve success
- Excellent organisational and project management skills with strong attention to detail
- Ability to manage a busy and varied workload and keep on top of multiple projects
- Ability to use databases and maintain records to a high standard
- Experience working with education providers and partner institutions to develop education
- Knowledge of primary care services and the challenges faced by the current workforce
- Excellent written and verbal communication and interpersonal skills to enable successful influencing, listening and negotiating with others
- Proven experience working with primary and secondary care health professionals across the UK

Personal qualities

- Self-sufficient and able to work on own initiative as well as able to work as part of a team
- Flexible and willing to work collegiately to achieve the charity's ambitions
- Exceptional people skills and the credibility to work with people at all levels of the sector and across communities
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity
- Commitment to best practice and high standards of customer service with strong ethical standards

Safeguarding

Safeguarding is everyone's responsibility and we're committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory basic or enhanced disclosure from the Disclosure and Barring Service (DBS) dependent upon the role.