

## **Job Description: INTERNATIONAL EDUCATION MANAGER**

The British Paediatric Neurology Association (BPNA) is seeking to appoint an International Education Manager to join our team in central London, with the post requiring some international travel.

The BPNA is the professional organisation for doctors in the UK who specialise in the care of children with neurological disorders. Building on our success to date, we are working jointly with the International League Against Epilepsy to facilitate the roll-out of an educational course for healthcare workers in countries around the world. Paediatric Epilepsy Training (PET) was developed by the BPNA and has been running in the UK since 2005, and internationally since 2012, with over 22,000 attendees around the world to date. PET has been successfully launched in 14 countries including Brazil, Ghana, Kenya, India, New Zealand and South Africa. Since 2012, there have been more than 9,000 attendees at courses outside the UK.

**The purpose of PET is to raise standards of care for children with epilepsy.** A UK faculty team delivers a 3-day launch programme in-country to faculty teams recruited locally, who commit to delivering a minimum of one course per year for 5-years. The purpose of a launch event is to train the local team to deliver courses without reliance on UK faculty members. Roll-out is achieved through a healthcare partnership with the national paediatric or epilepsy organisation.

The purpose of the International Education Manager is to project-manage 'launches' and provide additional support to further develop International Education at the BPNA. You will work closely with colleagues and volunteers both in the UK and internationally to plan, problem-solve and to monitor progress against objectives. You will be expected to develop strong project plans and budgets and to ensure that all projects are delivered on time and within budget. The role will involve travel to launch sites in order to run the launches and train local administrators. You will support the ongoing development of the international PET Programme, including managing the travel of 18 international Country Leads to the UK in March 2027. You will also provide continual excellent stewardship to international faculty both established and new. We are looking for an experienced international development professional, who also has events and project-management experience. You will need to be flexible, organised, have meticulous attention to detail, be able to work to tight deadlines and be comfortable working in a global team with colleagues across different time zones.

We care about what we do. Diplomatic skills and the ability to build good relationships are very important.

## JOB DESCRIPTION

- Title:** International Education Manager
- Reporting to:** Director of Education
- Contract:** 18 months fixed-term contract with the intention to transition to a permanent contract
- Salary:** Grade 5.1, starting at £38,649 (London) with grade moving to over £49,000. Annual increments are subject to satisfactory performance with a 2% inflation increase each year subject to Trustees approval.
- Location:** Hybrid working with approx. 2-3 days/ week in London office, 5 minutes from Elephant and Castle tube station.
- Hours:** Full time (37.5 hours per week). Flexi time is in operation. You will be expected to work some anti-social hours, including occasional travel and weekend work in order to meet with and support colleagues in different time zones.
- Annual leave:** 25-days plus an additional day for your birthday, plus bank holidays. After every 2-years of service, you will receive an additional 1-day of annual leave, to maximum of 30 days.
- Pension:** BPNA operates the NEST pension scheme. Employee contribution 5%. Employer contribution 7%.
- Development:** Support for relevant professional development and training.
- Key dates:**
- BPNA Annual Scientific Conference, Birmingham, UK: 5<sup>th</sup> – 8<sup>th</sup> January 2027
  - Caribbean PET launch, inclusive of travel to Trinidad and Tobago: 10<sup>th</sup> – 18<sup>th</sup> May 2027

## TO APPLY

**Apply via CharityJobs with your C.V and cover letter**

**Closing date: 29 May 2026 at 21.00**

Interviews are intended to be held at our London office for **Wednesday 10 June 2026 (please keep available) and we will inform successful interview candidates by 4 June 2026**. Please do clearly inform us if for some reason you can't make that date in person in your application.

**Aimed start date of this role will be as soon as possible.**

References will only be taken once your explicit permission has been given and after a conditional offer of employment has been made.

## **JOB PURPOSE**

The purpose of the International Education Manager is to successfully deliver international PET launches and rollouts and support the on-going delivery and development of the international PET programme. This role will:

- Project manage upcoming PET launches for the Caribbean and El Salvador/ Honduras.
- Travel to launch sites to manage launch events and to train local administrators to run PET courses.
- Manage project budgets and collate data for project reporting.
- Support the Director of Education to deliver the launch application process, monitoring incoming applications and queries.
- Support the overall delivery and development of the international PET programme.
- Maintain the quality and standards of PET, supporting others to do the same.

## **CORE DUTIES**

1. Project manage PET launches ensuring that all activities are delivered on time and within budget.
2. Keep up to date with FCDO, news and local advice, produce travel risk assessments, and advise Director of Education and Executive Director on highlighted risks.
3. Work with Country Leads to set budgets for launches, manage expenditure and reconcile finances post-launch.
4. Work alongside the Director of Education, Education Content Co-Ordinator and International Programmes Assistant to support the delivery of the PET123 Update. Manage the travel of international attendees.
5. Develop relationships and Memoranda of Understanding with launch partners.
6. Carry out due diligence on new partners.
7. Working alongside colleagues across the Education department, ensure all course resources are consistent and maintain the quality standards for PET. Furthermore, support international partners to ensure easy access to the resources they need to run courses, including facilitating the translation of materials.
8. Contribute to quarterly Trustees' reports on international short course activity and to the BPNA's annual report.
9. Assist the Director of Education with launch information and data for fundraising proposals and reports as required.
10. Support BPNA's annual conference as required.
11. Assist with other tasks as requested by the Director of Education, Executive Director or Trustees.

## **LEVEL OF SUPERVISION**

### **Supervision of others**

No direct supervision of others but will matrix-manage the International Programme Assistant on any tasks that require their support.

### **Supervision and support from your line manager and trustees**

Your line manager will be the Director of Education. Your priorities and targets are set according to the BPNA Operational Plan and the International Education Strategy and monitored by your line manager.

## **COMMUNICATION**

You will be in contact with both internal and external stakeholders at a variety of levels, including some for whom English will not be their first language. You should be able to adapt your communication style to the audience, ensuring the clear and comprehensive communication of logistical details.

## **FINANCIAL AND RESOURCE MANAGEMENT**

- Ordering responsibility within defined BPNA procedures.
- Setting budgets for PET launches and ensuring expenditure is in line.
- Provide Expense reports to funders as required.

## PERSON SPECIFICATION

<i>Competence</i>	<i>Desirable / Essential</i>	<i>How judged</i>
1. Undergraduate degree	Essential	Application
2. Experience of planning and managing events	Essential	Application, interview
3. Experience of working with budgets	Essential	Application, interview
4. Excellent interpersonal and relationship-building skills	Essential	Application, interview
5. Diplomatic and clear oral and written communication skills with both internal and external stakeholders	Essential	Application, interview
6. Ability to work well under pressure and to juggle competing deadlines	Essential	Application, interview
7. Flexible in the face of changing priorities and an ability to respond calmly to last-minute requests and changes	Essential	Application, interview
8. Proactive approach and able to work on own initiative	Essential	Application, interview
9. Ability to identify and raise potential issues before they become problems	Essential	Application, interview
10. IT competent. Able to use Microsoft 365, Word, Excel and PowerPoint	Essential	Application, interview
11. Good attention to detail	Essential	Application
12. Able to work as part of a geographically dispersed team	Desirable	Application, interview
13. Experience managing events or travel overseas	Desirable	Application, interview