

RECRUITMENT PACK

EDUCATION OFFICER



**HEART FAILURE
IS TREATABLE**



www.bsh.org.uk



WELCOME

Dear Candidate

Thank you for your interest in becoming an employee of the British Society for Heart Failure. Heart failure is an enormous challenge globally. An estimated 1 million people in the UK have a heart failure diagnosis and a further 400,000 are estimated to be undiagnosed. Furthermore, the prevalence of heart failure is expected to increase significantly over the coming years. Heart failure is poorly understood, and symptoms often go unrecognised, contributing to an increase in early death. Improved awareness, diagnosis and treatment could save thousands of lives each year and improve the quality of life for those living with heart failure.

The British Society for Heart Failure (BSH) was established 28 years ago as a professional society and membership organisation for clinicians and associated professionals in the field of heart failure. Its aim was, and remains, to connect national expertise to improve heart failure. Our focus is on prevention and improving the impact on patients and society. We do this through innovation, education, lobbying, raising awareness and supporting research. The Charity has grown in the past 5 years, trebling in size, raising its profile and building an impressive network of collaborators.

Launched two years ago, 25in25 is a long-term, national collaboration call-to-action, aiming to reduce mortality from heart failure in the year after diagnosis by 25% over 25 years. Recent work includes piloting a new dashboard for early identification of heart failure. Longer-term goals are to lobby for systemic change in collaboration with other thought leaders in the sector, improve heart failure prevention, detection, diagnosis, treatment and patient empowerment; and to drive for data driven policy for those with and at risk of heart failure.

Although our staff team is small, our activity is national, with opportunities for further international collaboration. The work we support has huge impact and the potential of the 25in25 ambition is enormous and could be globally significant. This is an opportunity to join BSH at a pivotal time. There is much to do to build on recent successes and with the launch of our new strategy. If you have the skills and experience we are looking for, and an appetite to support and work for us, we very much look forward to hearing from you.



Carys Barton, Chair of the Board of Trustees

WHO WE ARE AND WHAT WE DO

The British Society for Heart Failure (BSH) is the leading UK charity and membership organisation dedicated to improving care for people living with heart failure. We bring together a multidisciplinary community of healthcare professionals to deliver education, improve practice, and drive better outcomes.

OUR VISION

A future where heart failure is transformed through effective prevention, rapid diagnosis and equitable access to optimal care.

Heart failure is a national priority, supported by strong policies and research and everyone understands it.

We are closer to a 25% reduction in avoidable deaths from heart failure by 2050.

OUR MISSION

We connect national expertise to improve heart failure. Our focus is on prevention and improving the impact on patients and society. We do this through innovation, education, lobbying, raising awareness and supporting research.

OUR PURPOSE

- **Education and Research** - we lead the way in educating doctors, nurses and allied specialists working in hospitals and the community, to improve care for patients with heart failure. Our education work is always based on the best available research and evidence, and we support and promote research activity in multiple ways.
- **Membership** - we have 1,500 professionals from across the clinical community in our membership. We equip healthcare professionals, including those most closely involved in caring for people with heart failure, with up-to-date specialist education and research, whilst providing opportunities for networking and other membership benefits.
- **Awareness** - we are committed to preventing avoidable heart failure deaths and improving the lives of people with heart failure through awareness and early intervention. Together, we can make heart failure a national priority through our work, research and education, with the aim of preserving life, increasing survival and improving quality of life for people living with heart failure. We work with other organisations in the health sector to further this ambition.
- **Influencing change** - through our professional standing, research and strategic engagement activity, we work to educate and inspire policymakers to do more to improve prevention, detection and treatment for heart failure patients. Our intention is to grow the network of heart failure specialists throughout the country so no one in need goes without the care they require.

OUR VALUES

- **Collaborative** - We seek out experts, innovative resources and influence to achieve more, while protecting the unique value we bring as the BSH
- **Evidence-based** - Our work, our policy and our campaigning is grounded in quality research, robust evidence and diverse expert collaboration
- **Inclusive** - We value and empower a diverse, UK-wide multidisciplinary community. From every profession, career stage and nation, we ensure all professionals are supported to drive progress in heart failure

OUR ORGANISATION

We have a small staff team, all based remotely but most of whom regularly convene to co-work in London. Further information about our staff team is available [here](#).

We currently have 9 volunteers on our Board and over 50 volunteers who are members of our committees and active in supporting us to deliver our mission. The Board oversees all aspects of the BSH's work. Most Trustees are clinical experts working across all aspects of heart failure, elected by our members and committed to ensuring we support people at all stages of their careers. We have several active Committees, covering BSH activities including education; regulatory affairs; and research.

We have now launched our new Strategy for 2026-2030, setting out our organisational purpose and strategic direction through to the end of 2030. The Strategy builds on the progress made over the past 18 months through our Bridging Strategy and the successful induction of our new Chief Executive, who joined us in March 2025. Please find the full strategy [here](#).

The organisation is in good financial shape, with annual revenues of around £1.5m and a healthy balance sheet. Our accounts for the last 5 financial years are available on the Charity Commission website [here](#).

To find out more about the British Society for Heart Failure, please visit our website [here](#).



BRITISH
SOCIETY
FOR
HEART
FAILURE

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25 IN
25

ROLE PROFILE

The Education Officer ensures that BSH delivers a high-quality, accessible and forward-looking education portfolio that meets the evolving needs of its multidisciplinary membership. The role is central to driving engagement, supporting professional development and positioning BSH as a leader in heart failure education.

The Education Officer plays a central role in delivering a high-quality, relevant and innovative educational offer for the British Society for Heart Failure (BSH), supporting a multidisciplinary membership including nurses, consultants, resident doctors, pharmacists, scientists and allied health professionals.

The postholder will lead the operational delivery and development of BSH's education portfolio, working closely with the Education Committee, other committees, industry partners, allied organisations to deliver engaging and impactful educational content across multiple platforms.

The role also has lead responsibility for the development, curation and performance of the BSH Knowledge Hub as a central digital resource for members.

Key Responsibilities

Education Committee Support (Lead Responsibility)

- Act as the lead officer supporting the BSH Education Committee
- Service committee meetings, including agenda development, coordination of papers, minute-taking and action tracking
- Support the Education Committee Chair and members to deliver agreed priorities
- Lead the development and delivery of committee-led educational outputs, including:
 - Webinars and virtual learning
 - Podcasts
 - In-person educational events
 - Publications and clinical/educational resources
- Ensure outputs are aligned with organisational strategy and member needs

BSH Knowledge Hub (Lead Responsibility)

- Lead the curation, development and continuous improvement of the BSH Knowledge Hub
- Identify, source and coordinate approval of high-quality educational content
- Manage the upload and organisation of BSH-generated and external resources
- Ensure content is accurate, relevant, accessible and up to date
- Monitor and analyse usage data and user engagement to inform improvements
- Manage and track CPD activity linked to educational content
- Work with committees and stakeholders to expand and enhance the resource offer

Cross-Committee Support

- Support the Project Support Officer (PSO) and Committee Chairs as required with the development and delivery of educational outputs from other BSH committees, particularly the Nurse Forum and Research Forum
- Ensure coordination and alignment of educational activity across the organisation
- Facilitate sharing and amplification of outputs across the membership

Events and Educational Delivery

- Support the Project Support Officer (PSO) in the operational delivery of projects as required
- Support the delivery of BSH educational sessions at external events and conferences
- Support the planning and delivery of BSH-led events as required by the MEE Manager including coordination of the programme and educational output
- Coordinate speakers, faculty and contributors to ensure high-quality delivery
- Ensure effective evaluation and reporting of educational activities

Collaboration and External Partnerships

- Develop and maintain relationships with other societies and allied organisations
- Collaborate on joint educational activity where appropriate
- Identify and signpost to sector-leading external educational resources
- Support partnership working to enhance the reach and quality of BSH education
- Support the MEE Manager in securing industry and other external organisation contributions to BSH events

General and Organisational Support

- Contribute to the wider work of the organisation as part of a small, collaborative team
- Support organisational communications and events as required
- Support development of fundraising opportunities and sponsorship partnerships
- Support the effective use and maintenance of the BSH membership systems, events portals and communication platforms as required
- Assist with membership and partner administration and engagement
- Support the delivery of the BSH Strategy and aims
- Maintain accurate records, activity tracking and reporting
- Ensure compliance with organisational processes and governance
- Promote equality, diversity and inclusion across all educational activity
- Undertake any other reasonable duties to support the delivery of BSH objectives

PERSON SPECIFICATION

Part 1: Knowledge and Experience

Essential

- Experience in an education, events, or programme coordination role
- Experience developing and delivering educational content (e.g. webinars, podcasts, events or publications)
- Experience supporting committees, working groups, or governance structures
- Experience managing digital platforms or content (e.g. websites, learning platforms, or resource hubs)
- Strong working knowledge of MS Office and digital tools for communication and content delivery
- Experience coordinating multiple projects and managing competing priorities
- Experience working with a wide range of stakeholders, including clinicians or subject matter experts
- Understanding of the importance of high-quality professional education and CPD

Desirable

- Experience working in a membership organisation, charity, or healthcare environment
- Experience managing or curating online learning resources or knowledge hubs
- Experience tracking and analysing usage or engagement data
- Familiarity with CPD accreditation processes
- Experience working collaboratively with external organisations or partners
- Understanding of cardiovascular disease, heart failure, or clinical education environments

Part 2: Skills and Attributes

- Highly organised, with strong planning and time management skills
- Able to manage multiple workstreams and deliver to deadlines
- Strong written and verbal communication skills
- Confident working with senior clinicians, committees and external stakeholders
- Proactive and solution-focused, with the ability to identify opportunities for improvement
- Strong attention to detail and commitment to high-quality outputs
- Able to work independently and take ownership of key areas of responsibility
- Collaborative team player, willing to support wider organisational priorities
- Digitally confident, with the ability to learn and use new platforms quickly
- Strong interpersonal skills, with the ability to build and maintain relationships
- Adaptable and comfortable working in a small, fast-paced organisation
- Committed to equality, diversity and inclusion

HOW TO APPLY

We hope you consider applying for this role. If you would like an informal conversation with us about the appointment, please contact our Marketing and Events Manager (isabella.mcleod@bsh.org.uk) who will be happy to arrange a call.

To apply, please email the following documents to admin@bsh.org.uk including **BSH Education Officer** in the subject field:

- Your CV (no more than three sides of A4), including two referees.
- A supporting statement (no more than two sides of A4) outlining your motivation for applying, confirming that you meet the requirements in Part 1 of the Person Specification and detailing how you meet the criteria in Part 2 of the Person Specification.

Closing date: **Monday 20 July 2026 (11.59pm)**

