

Role outline and key responsibilities: In Person Events Education Lead

Line Manager: CEO

Accountable to: BDNG Trustees

Job purpose

Specifically responsible for the roll out of in person meetings in 2024 and beyond

Currently, the BDNG events have been arranged by specific sub groups who develop ad hoc programmes annually. In 2024, the BDNG will relaunch a portfolio of in person meetings e.g. masterclasses, roadshows and courses. This person will lead on this project.

Overall responsibilities

- Develop a yearly plan for BDNG in person events
- Develop a curriculum for BDNG in person educational events
- Lead on BDNG in person educational events
- Contribute to the development of the Annual Conference educational programme
- Liaise with Education and Development Lead to develop assets to support in person educational events
- Design in person BDNG events from the initial structure/outline to detailed design of content
- Implement innovation solutions and approaches which will enhance the quality of the learning experience
- Oversee the delivery of educational events working in collaboration with the Events Manager and other members of the team
- Manage speakers to ensure excellent speakers are available to deliver education to BDNG members and the wider community
- Collaborate with Sub Groups to assist in existing courses i.e. Phototherapy and Skin Surgery as well as the development of new courses

Location: This post will be home based.

Contract: This is a fixed term contract for 3 years, with yearly extensions

Hours: 15 - 22.5 hours per week

Salary: £47K (pro rata)

Person Specifications

Essential Qualifications

- Level 1 registered nurse
- Masters level qualification
- Teaching/Education qualification or relevant experience

Essential knowledge and experience

- Experience at a senior level within dermatology services (e.g. Band 7 or equivalent) for at least 3 years
- Significant experience in education or training
- Experience in curriculum development
- Experience in project management

Essential skills and abilities

- Excellent organisational and project management skills

- Excellent interpersonal communication skills
- Strong IT skills using MS and other tools
- Ability to contribute as a team member and leader
- Ability to self-motivate and generate own workload
- Energetic and enthusiastic with the ability to work under pressure, to tight deadlines and in response to urgent situations
- Ability to travel to multi-site locations as required to execute the requirements of this post
- Proven track record of delivering educational content verbally
- Ability to write clearly to communicate ideas and educational content with a track record of publications