British Blood Transfusion Society
Job Description

Title: Education Officer
Salary: £23,000 pro rata
Hours: 19.5 per week
Initial one year contract
Accountable to: BBTS Executive Director

ABOUT THE BBTS

The BBTS is the professional body for people working in all areas of blood transfusion, encompassing staff from hospitals and from the UK blood services. It has over 1,600 members and is a registered charity and company. The Manchester office is the head office for the Society and the small team of staff (currently 5 staff in addition to this post) administer all aspects of membership, education, meetings/events, and finance.

Main Purpose of Job

To provide developmental and visionary support, along with efficient administration, to the British Blood Transfusion Society (BBTS) in relation to the Society's education programmes, and CPD scheme. This is a new position that will play a vital part in the new strategy for the Society's education programmes to support existing and potential members.

Key Duties and Responsibilities

Education

- To administer the BBTS Specialist Certificates including but not limited to maintaining accurate records for sales of training packages and exam candidates, copying and distributing exam papers, marker packs, and candidate packs, and compiling and distributing exam marks and certificates.
- To review and support the enabling of e-learning and other educational technology, and offline education resources.
- Assist members and when necessary, their HR departments, in gaining access to the BBTS educational programme in Modernising Scientific Careers.
- To liaise with the BBTS Chief Examiner in relation to ensuring the best possible provision of exam invigilators, markers, and venues.
- To liaise with invigilators, markers and venues for the arrangement, marking and administration of the examinations. Including maintaining accurate records of results and related spread sheets.
- To administer the database requirements for the Specialist Certificates and adapt these to changes made in the course materials and exams.

- Liaise with our external partners in the educational process, including relevant administrative tasks and arrangements for students.
- Provide administrative support where necessary to the BBTS Chief Examiner, including assistance with electronic media in connection with the education programmes.
- To develop and maintain content for the educational areas of the BBTS website, including generic content, guidelines and careers and education signposting.
- To provide statistical analysis of the BBTS education programmes in relation to but not limited to numbers of participants, location, job role, and employer type.
- Working with the Marketing Officer to promote and publicise the BBTS education programme as appropriate.
- To co-ordinate updates to all educational materials and apply version controls.
- To assist in the preparation of and attend meetings of the Society's Professional Affairs and Education Committee (PAEC) and implement administrative changes and developments as required.
- To be the main point of contact at the BBTS office for all enquiries relating to BBTS education programmes.

CPD Scheme

- Working with the Membership Supervisor on all aspects of the CPD Scheme, including but not limited to maintaining the CPD database, reminding members of important dates.
- To liaise with the Professional Affairs and Education Committee (PAEC), to implement changes and recommendations for the administration of the CPD Scheme and for further development of the online CPD tool.
- To provide statistical analysis of the BBTS CPD Scheme participants in relation to but not limited to numbers of participants, location, job role, and employer type.
- To be the main point of contact at the BBTS office for all enquiries relating to the BBTS CPD Scheme and the online CPD tool.

Other Responsibilities

- To support the BBTS Committees through meetings administration; where required, booking and distributing travel tickets, sourcing and booking meeting venues, and arranging catering.
- To write content and proof read BBTS publications including but not limited to Bloodlines, CPD News, Annual Report, and Annual Conference Programme.
- To update the relevant content of the BBTS website and the content and structure of event booking sites as required.
- To process and record incoming and outgoing mail, and to maintain the office postage supplies including the credit for the franking machine.

General Provisions

- Ensure information concerning members, associates and other members of staff is treated as confidential and in accordance with the BBTS Data Protection Policy.
- Other duties within the general scope of the post may be required from time to time. Changes will be discussed before implementation.

- Occasional attendance at meetings outside of the BBTS office, including the BBTS Annual Conference, may be required.
- The duties of the post and job description will be regularly reviewed by your line manager.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To undertake such other duties as may be reasonably expected.
- From time to time changes may be required to reflect the requirements of the Society but will be agreed in consultation with the post-holder.
- Act as a role model and promote behaviours in keeping with the BBTS Mission & Values.

Person Specification – Education Officer

Education and Qualifications	Essential / Desirable
Educated to degree level in a relevant discipline	D
A professional qualification in a relevant discipline	E

Knowledge	Essential / Desirable
Sound knowledge of educational support and training processes	E
Working knowledge of the internet, intranets, and web-based systems	E

Experience	Essential / Desirable
A minimum of two years' experience in educational support or training	E
Experience in office administration	E
Experience of e-learning systems or similar internet based platforms	E
Experience of working in the health, not-for-profit or membership sector	D

Skills and Abilities or Competencies	Essential / Desirable
Good IT skills. Ability to use a variety of software packages including word, excel, access, power point, adobe acrobat or similar and experience with website content software.	D
Effective Communicator. Excellent verbal and written communications skills and an ability to communicate with people of all levels	E
Teamwork & collaboration. Enthusiastic contributor to the team and supports other members of the team to deliver excellent customer service. Collaborates effectively with volunteers and members to deliver high quality communications.	E
Customer Focus. Builds and maintains customer satisfaction.	E
Planning and organising. Plans, organises and delivers activities and projects using member volunteers.	E
Developing self. Focused on developing themselves and maximising their own and colleagues abilities.	E
Accountable and dependable. Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.	E
Creative and innovative. Develops fresh ideas that provide solutions to all types of workplace challenges.	E
Resilient. Maintains composure in highly pressured situations such as examination deadlines and conference delivery.	E

Adaptable and flexible to changing business needs, conditions and responsibilities and diplomatic and an effective influencer.	D
Excellent record keeping and close attention to detail. Maintains full and precise records and provides accurate information	E

Other Requirements	**Essential / Desirable**
Holding a full, valid driving licence and the use of a car	D