

JOB DESCRIPTION

Job title: Education Manager

Reports to: Head of Health Service Liaison

Responsible for: *Budget:* tbc

Hours: 37.5 hours/week.

Location: The post will be based at the Charity’s Head office, Hammersmith, London, W6, for the first 8 months with an opportunity to be home based thereafter

Job Purpose:

To lead the development and implementation of the Charity’s Health Care Professional Education & Learning programme in order to improve standards of care for men affected by prostate cancer.

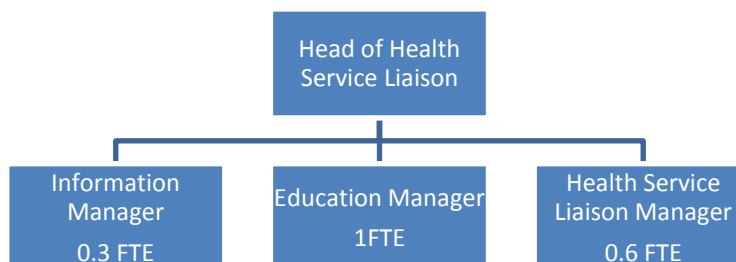
1. Team

The post sits within the Operations Directorate. The Directorate covers the following functional areas:

- Services – helpline, information, volunteer programme
- Policy and campaigns
- Research – the Charity’s scientific grants programme
- Scotland operations – Glasgow office
- Health Service Liaison – education programme and programme of work with healthcare professionals to promote the Charity’s services to HCP

The Education Manager is line managed by the Head of Health Service Liaison. The post works closely with the other teams in the Charity, in particular the support and information specialist nurses, marketing and communications team and the corporate fundraising team.

2. Organisation chart



3. Duties and key responsibilities

Strategic thinking

- To lead the development and implementation of the Charity's education and learning strategy for healthcare professionals that work with men affected by prostate cancer based on recommendations generated from a review commissioned by the Charity in 2011/12
- To work with the Head of Health Service Liaison and Corporate Fundraising Team to identify new opportunities for education and learning activities. This may include collaborations funded by pharmaceutical companies, independent health sector, academic institutions, professional networks e.g. BAUS/BAUN/RCGP and the voluntary sector

Organisation and project management

- To lead the planning, organisation and delivery of the education and learning programme and any relevant curriculum plans
- To coordinate all logistical aspects of the programme including the management of any staff or outsourcing as appropriate
- To develop and manage a network of professional and lay stakeholders that will inform and monitor the Charity's education and learning programme.

Networking

- To build and maintain relationships with education providers and potential funders or partners for future education programmes e.g. clinical experts, pharmaceutical companies, independent health sector, academic institutions, professional networks e.g. BAUS/BAUN/RCGP and the voluntary sector
- To represent the Charity at appropriate conferences and keep abreast of changes in the NHS that relate to standards of care to inform the Charity's education programme
- To work in partnership with the Health Service Liaison Manager and support and information specialist nurses to:
 - Deliver presentations and attend local, regional and national healthcare professional network meetings or conferences
 - Raise the profile of the Charity as an education provider
 - Raise awareness of the Charity's services for men affected by prostate cancer

Monitoring & Evaluation

- To ensure effective monitoring, assessment and evaluation of all education and learning activities is in place
- To write and present regular progress reports based on the activity and outcome data generated from education and learning activities
- To ensure effective and ongoing reporting to the Head of Health Service Liaison and key internal and external stakeholders (e.g. the board and funders) as appropriate

Marketing

- To develop and implement a marketing strategy in partnership with the communications directorate to raise the external profile of the Charity as an education provider and
- To ensure effective uptake of education and learning activities by healthcare professionals
- To work with the health service liaison manager to ensure that the Charity's website and e-newsletter for healthcare professionals is kept in line with the Charity's education and learning activities

Line management

- Provide effective management and leadership, and conduct performance and development reviews of staff managed by the job holder, to ensure motivated performance, high quality service delivery and achievement of the business plan
- Develop and support effective team working by staff managed by the job holder
- Develop, foster and maintain excellent relationships with all relevant external stakeholders and organisations.

Budget management

- Ensure the proper management, reporting and re-forecasting of budgets under the job holder's control, and participate in budgeting and financial management at departmental level as required

General Responsibilities

- Contribute to team meetings and organisational priorities
- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post
- Be proactive in keeping up to date with developments affecting your work
- Abide by organisational policies and practices, and our UNITED values
- Support diversity and equality of opportunity in the workplace

Date Written:

Signed:

(Line Manager)

Document ref:

Signed:

(Job holder)

PERSON SPECIFICATION

Job Title: Education Manager

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

Criteria		Criteria tested at		
Skills and Abilities		Application	Interview	Test
	<ul style="list-style-type: none"> Highly developed verbal communication skills, including an ability to communicate clearly and assertively with a wide range of audiences Ability to demonstrate innovative course design and planning Ability to persuade, influence and negotiate effectively with key stakeholders at a senior level Proficient in MS Office (Word, Excel and Outlook) Ability to work effectively in a team and across different departments Public speaking and presentation skills to a wide range of audiences Ability to think strategically, with strong judgement and decision-making skills 	X	X	
		X	X	
		X	X	
		X	X	
		X	X	
		X	X	
		X	X	
Experience				
	<ul style="list-style-type: none"> Experience of working in a management or operational capacity within the NHS Experience of delivering teaching or training in a healthcare or non-healthcare environment Experience of managing and evaluating educational programmes Proven project management skills, including an ability to manage, deliver and evaluate a project Experience of managing a budget 	X	X	
		X	X	
		X	X	
		X	X	
		X	X	

Education, training, qualifications				
	<ul style="list-style-type: none"> • First level degree or equivalent experience 	X		
Knowledge				
	<ul style="list-style-type: none"> • Knowledge of latest developments in NHS policy and evidence based practice • Knowledge of how to influence standards of care in the NHS • Knowledge of education and learning pathways for healthcare professionals • Knowledge of primary and secondary care settings. • Knowledge of Multi-Disciplinary Team working. 	X X X X X	X X X X X	
Other requirements				
	<ul style="list-style-type: none"> • Ability to travel within the UK • Ability to work flexible hours with some overnight stay, evening and weekend work • Support diversity and equality of opportunity in the workplace • Enthusiasm and willingness to be flexible in achieving targets and outcomes. • Commitment to the Charity and our UNITED Values 	X X X X X	X X X X X	
Desirable				
	<ul style="list-style-type: none"> • Healthcare professional qualification at G grade/band 7 or above • Experience of working in a cancer or prostate cancer related field • Teaching qualification • Masters degree • Project management qualification • Experience in fundraising for education programmes 	X X X X X X	X X	

Date written:		Signed:		Jobholder
		Print Name:		
		Signed:		Line Manager
		Print Name:		