

**Education Programme Manager (new post 2019)**  
**Job description and person specification**

Full Time  
Salary range £32,000 - £38,000  
3-year term (by annual renewal subject to funding)

***Background***

Haemochromatosis UK is a charity and patient organisation dedicated to supporting people with haemochromatosis, a genetic condition that leads to toxic iron overload. We also work to raise public awareness, stimulate research, and educate healthcare professionals. To learn more please visit <http://haemochromatosis.org.uk/what-we-do>.

We are seeking to recruit into an exciting new role. Our Education Programme Manager will be based either at our Rugby office (CV21) or possibly remotely in another location. We are looking for a well-organised, highly literate and confident individual with initiative to take responsibility for the development and delivery of our new initially 3-year funded Genetic Haemochromatosis Education Programme (GHEP).

GHEP is an important new initiative to educate healthcare professionals across community, primary and hospital healthcare environments about haemochromatosis (iron overload) with the objective of measurably improving the average speed and lowering the average age of diagnosis. By increasing understanding of the condition across the NHS we will also help to improve patient pathways and prognoses. The post is a unique opportunity to lead on the formulation and delivery of a project that will have direct and significant impact on the lives of patients. Our aspiration is that beyond the initial 3-year timeframe the work and this post will become permanent.

You will be part of a dynamic, growing and enthusiastic team. This is an outstanding opportunity to shape a new role and to help shape a continually developing organisation. The postholder will report directly to the Chief Executive.

***Job Description***

The successful applicant will take responsibility, under the guidance of the Chief Executive and a lead trustee for the project, for delivery of GHEP over the planned 3-year time frame. He or she will also work closely with the charity's Medical Advisory Board and other stakeholders, developing the wide range of relationships needed to make this a successful programme.

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Office: [office@ironoverload.org.uk](mailto:office@ironoverload.org.uk) or 03030 401101  
Advice: [helpline@ironoverload.org.uk](mailto:helpline@ironoverload.org.uk) or 03030 401102

GHEP is primarily focused on the education of healthcare professionals but will also encompass and involve close liaison with our other education work. The project is formative and is also an important part of the organisation's development and learning and is therefore an exciting opportunity for someone with drive to make their mark. The post holder will need to be able to think innovatively about how the charity can best reach, teach and influence the professionals who can make a difference to iron overload patients.

Key tasks include (but are not limited to):

- Overarching delivery of GHEP (scoping, development of materials, delivery of teaching programme, and evaluation) as outlined in the project proposals and plan.
- The development and accreditation of blended, evidenced based teaching and training materials using a variety of media
- Creation of opportunities to educate a wide range of healthcare professionals with emphasis on improving the prospects for earlier diagnosis and intervention
- Delivery of such teaching
- Maintenance of learning records and CPD accreditations
- Contribute to and participate in other HUK events for healthcare professionals
- Development and curating of relationships with individuals and organisations able to influence the positioning of haemochromatosis on the national healthcare agenda
- Maintaining appropriate records and reporting project outcomes to the HUK board and to funders using an evidence based approach.
- Assessing impact of the project on healthcare pathways and patients
- Working with fundraisers to ensure the longer term viability of GHEP
- Representing HUK and taking opportunities to present at external events
- Contributing to reviews and revisions of patient information and related materials

In addition, you will be expected to:

- Maintain and protect the charity's brand identity and reputation
- Work with colleagues to further the broader aims of the charity
- Undertake other commensurate duties at the request of the Chief Executive or board
- Undertake UK wide travel

### ***Person Specification***

#### Essential Experience / Knowledge

- Educated to degree standard and /or relevant learning and development experience
- Extensive work experience at appropriate level in a healthcare-related environment
- Extensive experience developing and delivering learning development materials
- Writing with demonstrable impact across various media and for different audiences
- High standard of spoken and written English coupled with confidence and experience presenting to professional audiences

- IT literate and highly adept in the use of MS Office suite
- Full driving licence

#### Desirable Experience / Knowledge

- CIPD membership / qualifications or equivalent
- 2 years + working within the charity and / or healthcare sector
- 2 years + appropriate level experience developing and delivering learning and development materials
- Experience in the use of digital tools to manage learning and development programmes
- Experience influencing professionals within the NHS and other stakeholders

#### Required Personal Attributes

- Strong communicator when presenting, writing and in person
- Can adapt communication style for different audiences
- Self-motivated
- Competent to lead on work streams and take ownership for deliverables
- Able to work both collaboratively and independently
- Able to network to build and nurture relationships
- Strong team player - able to support and contribute within a small team
- Able to engage and influence effectively
- Confident to work with people at all levels
- Empathetic
- Can work with enthusiasm and flexibility to meet the needs of the job

#### ***Benefits and other information***

Salary range £32,000 - £38,000

Full Time

National Employment Savings Trust pension scheme matched to 3%

25 days annual leave plus statutory Bank Holidays

Possible opportunity to work remotely

#### ***Applications***

- If you have any queries please call Chief Executive David Head on 03030 401101.
- To apply, email your CV (maximum 2 pages at 12 font) and a letter explaining how you meet the requirements of the role (maximum 2 pages at 12 font) to [chiefexec@haemochromatosis.org.uk](mailto:chiefexec@haemochromatosis.org.uk).
- The closing date for applications is not fixed; all applications will be acknowledged.
- This post is also to be advertised with an agency.

***End***