



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Educational Staff Development and Event Coordinator

Leeds Institute of Medical Education. School of Medicine



Salary: Grade 4 (£19,612 – £22,417 per annum)

Reference: MHIME1114

Closing date: 19 January 2020

Fixed-term for 12 months as maternity leave cover

Secondments will be considered

We are happy to consider job share applications and are committed to flexible working for all our employees.

Educational Staff Development and Event Co-ordinator

School of Medicine

Leeds Institute of Medical Education

Are you enthusiastic and motivated about communicating across professional boundaries? Do you relish the challenges of facilitating and coordinating multiple events? Do you want to join a team at the heart of staff development and events coordination within medicine?

We are looking for an individual who is passionate about staff development events and who has the skills to effectively coordinate and support the running of a busy staff development programme and other high profile CPD events, engaging and supporting undergraduate teaching. The role covers staff development and events within the School of Medicine with a significant proportion of delegates also coming from the NHS as well as patients and carers who all contribute to teaching our future healthcare professionals.

What does the role entail?

As an Educational Staff Development and Event Coordinator your main duties will include:

- Co-ordinating and administering the effective operation of the Educational Staff Development Team, including support for the management of staff development events within the University and within a range of external organisations.
- Being first point of contact for CPD/events delegates, making informed judgements and using initiative to provide information to a range of queries, maintaining a professional and efficient image of the School of Medicine, Faculty of Medicine and Health.
- Ensuring the smooth operation of workshops by preparing padlets, workbooks, organising refreshments, booking rooms and arranging car parking.
- Preparation of conference materials and packs as appropriate, including collation of abstracts, biographies and other documents.
- Liaising with course providers (external and internal) to coordinate arrangements for staff development programmes and events, including Clinical Education Network.



- Delivering administrative support for high profile events such as the Clinical Teachers Day and School of Medicine Professionalism Ceremony for Year 3 MBChB and Year 2 Physician Associate students. This will include agreeing and organising the events organisation including dates, venue, contracts, payments, programme and recruitment of speakers/facilitators.
- Supporting the selection and booking of venues, acting as their first point of contact, maintain liaison up to and on days of events, arranging contracts and payments as required.
- Monitoring Staff Development budgets, raising intranet purchase requisitions and purchase orders and keeping staff informed of monthly spending.
- Maintaining and updating database records for delegates who have attended events organised by the team.
- Developing and then evaluating an online booking system using SAP.
- Assisting the development and implementation of on-line faculty development resources including contributing to web development.
- Managing communications to stakeholders regarding staff development activities via email, brochures, posters and other marketing and social media.
- Advertising and/or communication of the conference to attendees e.g. students, staff, invited speakers and guests. Liaising with attendees, progressing applications and dealing with any requests for information and assistance.
- Effective management of information for each event, through efficient communication with the UMEC and including maintenance of database for each event including guest names, award winners and academic gowns, as appropriate.
- Supporting all final arrangements for smooth running of events, including running registration desk on the day of the event, dealing with all queries and coordinating colleagues as appropriate.
- Day to day management of IT and communication resources including the staff development database, team websites, social media sites, online booking systems, online resources, display screens, and other marketing media.
- Being a member of the Institute's Communications Committee and liaising with members of the Institute to collect articles for the Leeds Institute of Medical Education Newsletter and Annual Report as well as working with Media Services for the printing of publications.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As an Educational Staff Development and Event Coordinator you will have:

- Highly effective interpersonal and communication skills.
- High levels of organisational ability and excellent time-management.
- Experience of managing confidential information in an appropriate manner.
- Evidence of working under pressure to manage competing deadlines with a high degree of accuracy and attention to detail.
- Administrative experience in a busy office environment, ideally in an external facing customer service environment.
- Excellent IT skills including experience of MS Office: Word, Excel and Access (including maintaining databases).
- Experience of dealing in a timely manner with communications face to face, via phone and e-mail.
- Excellent written and numeracy skills.
- Experience of using initiative as well as working flexibly and effectively in a team and collaborating with other staff members and external parties

You may also have:

- Experience of managing events, and/or courses and conferences.
- Familiarity with using SAP.
- Knowledge of marketing using social media.
- Experience of taught course organisation in a higher education setting.
- Experience of working in a University or educational environment.
- Familiarity with health organisations.
- Experience of servicing committees including the ability to take minutes.
- Web authoring experience.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date. Before you apply for a secondment you must have agreement from your line manager that you are able to take up the role on a secondment basis if successful.



Contact information

To explore the post further or for any queries you may have, please contact:

Dr Caitriona Dennis, Educational Staff Development Manager

Tel: 0113 343 2527; Email: C.Dennis@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about our [Institute](#)

Find out more about [Athena Swan](#) in the Faculty.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

