

BSPED Education Officer

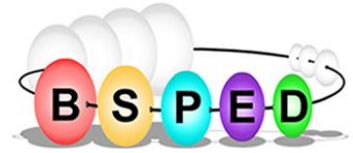
Job title:	BSPED Education Officer
Appointment:	Self-nomination or via member of the BSPED and ballot of the Executive Committee
Eligibility:	Must be a member of the BSPED
Accountable to:	BSPED Executive Committee
Term of office:	Three consecutive years. Term may be extended by one year at the discretion of the Executive Committee.

Objectives:

- To provide year-round educational opportunities beyond the Annual Meeting, to add value for members and further deliver on the society's purpose
- To provide strategic oversight and alignment across the education and training activities that BSPED is involved in
- To ensure BSPED's educational portfolio is useful and relevant to all membership categories and career stages
- To provide opportunities for industry supporters to add value to the BSPED community beyond the annual meeting
- To extend the reach and relevance of BSPED to a wider audience

Role:

- Oversee the development and delivery of online learning materials, such as webinars, e-learning modules, clinical updates, and case-based teaching for engagement with our audiences year-round, beyond the Annual Meeting.
- Develop, lead and deliver a series of educational webinars in the first instance. Appropriate support from the Executive committee will be provided. This will include identifying topics and speakers but not necessarily taking part (i.e. speaking) in all activities.
- Liaise with the other BSPED representatives, mainly the POC Chair, Trainees' Representatives, CME Officer and SIG Coordinators, as well as the Executive and Clinical Committee to create core content for the BSPED educational activities and identify knowledge gaps.
- Act as the primary link between BSPED and external educational bodies (e.g., -other endocrine societies) to avoid duplication and share resources.
- Identify and develop opportunities for industry sponsorship of educational activities (in association with the Corporate Relations Manager) and deliver accordingly against any agreements.
- Work with the BSPED Office to ensure website is up to date, content discoverable and removed when out of date.
- Ensure inclusivity and accessibility across all educational resources, supporting engagement from members at all career stages, regardless of discipline.
- Establish and maintain a quality assurance process for all educational outputs.
- Provide an informal report on activities ahead of each (quarterly) Executive Committee meeting, meet with the Executive Committee at the Annual Meeting and report to members at the AGM.



- Attend relevant POC meetings to understand how the year-round programme complements the annual meeting programme and vice-versa and to maximise the contribution of speakers year-round.

Essential Criteria

- An understanding of education standards and needs within paediatric endocrinology and diabetes
- Experience of delivering education and training in a professional setting
- Available for society business and queries on an ad-hoc basis
- A broad knowledge of paediatric endocrinology and diabetes
- An understanding of equality, diversity and unconscious bias