

International Society of Ultrasound in Obstetrics and Gynecology

Job description: Education Assistant

Responsible to:	Education Lead
Status:	Permanent, 5 days (37.5 hours) per week
Staff liaisons:	Education Team, Ultrasound Content Specialists
Salary:	£22,000 - £25,000 per annum dependent on experience, plus benefits
Location:	This role is based at 122 Freston Road, London, W10 6TR. Hybrid working is currently in place, working from the office for a minimum of two days per week, subject to any COVID restrictions.

Job context

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected professional membership organisation across 140 countries, comprised primarily of clinicians who are ultrasound experts in the field of obstetrics and gynecology. The Society includes obstetricians and gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and wellbeing globally. Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in obstetrics and gynecology. This is achieved through education and training, programmatic initiatives and advocacy.

Job purpose

- Support high quality development and delivery of ISUOG's education portfolio
- Administer the ISUOG education taskforces and their work
- Support the delivery of education courses and other events
- Support the education team to complete ongoing work activities and plan and launch new offers
- Support the upload of education content and information to the website and online learning platform

Main duties and responsibilities

Professional duties

1. Deliver a high quality of service for ISUOG members and other stakeholders
2. Support the continuous improvement of the delivery of ISUOG's education portfolio in terms of accessibility, diversity and inclusion
3. Work with the education team and other ISUOG staff as required to resolve problems and improve delivery issues promptly

Education Committee and taskforces/subcommittees

4. Act as main point of contact for taskforce administration and communications
5. Administer the education taskforces/subcommittees and the Education Committee (meetings dates, agenda, meetings papers, minutes, reports etc) and keep the relevant education webpages updated with names and roles of volunteers

Education delivery activities

6. Support the education team with delivery of courses and other education events on the days immediately before and during delivery. This may include some overtime and weekend working agreed in advance in accordance with the TOIL policy.
7. Support development and delivery of taskforce/committee work such as (no priority order):
 - **ISUOG Academy and website:** Work with the LMS and Digital Learning Manager to collate, upload or remove content on the ISUOG Academy and website
 - **Advanced Courses:** Administer the Advanced Courses, including
 - administer application process and complete course administration
 - add Advanced Courses to CRM and ensure website listing is correct
 - act as main point of contact for administration of Advanced Courses
 - confirm any required supplementary learning with the Senior Coordinator Education Courses
 - prepare and submit application to EACCME for CME credits
 - receive, collate and process invoices for speaker fees, highlighting and issues with the Senior Coordinator Education Courses
 - **Approved Courses:** Administer the Approved Courses, including
 - administer application process and complete course administration
 - add Approved Courses to CRM and ensure website listing is correct
 - act as main point of contact for administration of Approved Courses
 - **Basic Training:** Administer the Basic Training products, including
 - administer Run-A-BT contracts and complete course administration
 - act as main point of contact for Run-A-BT courses
 - confirm annual BT Flex programme with the taskforce
 - support delivery of Basic Training through the ISUOG Academy
 - **Intermediate Curriculum:** Support delivery of Intermediate Curriculum through the ISUOG Academy
 - **VISUOG:** Administer VISUOG, the online encyclopedia
 - work with VISUOG authors to ensure completion and review of new or updated VISUOG chapters, images and videos including updating trackers
 - keep the taskforce chair and Senior Education Programs and Delivery Coordinator informed of progress and issues
 - upload approved chapters to the website and advise marketing team
8. Administer the feedback process for all education products, including courses, record and share findings with the education and marketing teams

Other education activities

9. Liaise with ISUOG external stakeholders, e.g. committee members, members, third party suppliers, etc. (in writing and by telephone) and take action as necessary to progress delivery and/or projects
10. Proof-read ISUOG education materials as necessary
11. Update the ISUOG website as appropriate
12. Carry out administrative and support duties to ensure the successful delivery of ISUOG education activities and development work. This includes keeping the education email inboxes up to date

General responsibilities

13. Comply with data protection guidelines, GDPR and ISUOG policies
14. Demonstrate commitment to the organisation's aims and values
15. Perform other duties as necessary, and which are reasonable, to meet the needs of the organisation. This may include weekend or overseas working in conjunction with ISUOG's wellbeing, TOIL and related policies

This is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder is expected to perform. The job description will be reviewed regularly and may be changed in light of experience and in consultation with the post-holder.

Person specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Good first degree or equivalent 	<ul style="list-style-type: none"> ▪ Further qualification in administration or project management
Experience	<ul style="list-style-type: none"> ▪ Following and improving administration processes ▪ Communicating with others internally and externally ▪ Organising own workload ▪ Managing and organising data & information ▪ Delivering and improving customer service 	<ul style="list-style-type: none"> ▪ Working with committees, volunteers and individuals outside the UK ▪ Small team environment ▪ Working with online systems and updating websites
Knowledge & Skills	<ul style="list-style-type: none"> ▪ Excellent English written and oral communication ▪ High levels of accuracy and attention to detail ▪ Competence in use of MS Office ▪ Managing data for reporting and analysis ▪ Ability to work to deadlines using strong organisational and time management 	<ul style="list-style-type: none"> ▪ Ability to communicate in other languages ▪ Preparing reports and presentations
Personal qualities	<ul style="list-style-type: none"> ▪ Practical and hands on with a positive, proactive, helpful 'can do' attitude ▪ Efficient and well organised ▪ Culturally aware and committed to equality, diversity and inclusion ▪ Excellent eye for detail 	
Motivation & expectations	<ul style="list-style-type: none"> ▪ Desire and ability to learn quickly ▪ Comfortable in a fast-paced environment ▪ Open-minded and flexible to take on varying tasks ▪ Resourceful, problem solver and self-starter ▪ Desire to contribute to the organisation's mission by taking on new responsibility and supporting new activities 	<ul style="list-style-type: none"> ▪ An interest in and commitment to women's health