



International Society of Ultrasound in Obstetrics and Gynecology (ISUOG)

Job description: Senior Coordinator Education Courses

Responsible to:	Education Manager
Line managing:	Education Delivery Officer
Staff liaisons:	Program Development Coordinator, Education Marketing Officer, LMS & Digital Content Coordinator, Senior Customer Relationship Coordinator: Data and Programs, Membership and Customer Services Officer
Status:	Permanent, 5 days (37.5hours) per week
Salary:	£35,000 per annum plus benefits
Location:	ISUOG, 122 Freston Road, London, W10 6TR and / or working remotely from home due to Covid-19 precautions

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

- To support the strategic development of ISUOG Education programs and courses;
- To manage and ensure the highest quality delivery of ISUOG Education courses and their online presence on the LMS;
- To ensure the broadest dissemination and access to ISUOG's courses at all levels of learning, both onsite and online;
- To develop and coordinate ISUOG's industry partnerships program for the support of ISUOG Education courses and programs;
- To liaise with the relevant Education task forces for the creation of relevant and compelling Education programs;

Main duties and responsibilities

- Quality assurance:
 - Maintain quality of own workload on a day-to-day basis;
 - Constantly improve quality of service for ISUOG members and other stakeholders;
 - Work to resolve problems and improve systems issues promptly;
- Manage the planning of all ISUOG Education courses and programs:
 - Create income streams for ISUOG Education;
 - Manage financial projections and budgets;
 - Source suppliers, negotiate and coordinate orders of event materials;

- In collaboration with the Program Development Coordinator and according to ISUOG Education strategic goals, plan and deliver ISUOG courses and programs for Basic Training, Intermediate curriculum and Advanced courses;
- Ensure delivery onsite, online, live-stream and via satellites, making ISUOG Education accessible internationally, even in the most remote areas;
- Ensure continuity in learning with courses and programs of all learning levels;
- Manage the delivery of all ISUOG Education courses and programs:
 - Manage delivery of Basic Training, Intermediate, and Advanced courses and Education meetings;
 - Manage ISUOG's 'Run a BT', including MoU's, registration, and certification;
 - In collaboration with the registration team and the LMS & Digital Content Coordinator manage communication with learners, and liaise with speakers and external partners;
 - In collaboration with the registration team and the LMS & Digital Content Coordinator ensure registration, badging, post-event surveys and reporting, statistics and evaluations etc;
 - Manage certification and assessment delivery;
 - Ensure event delivery, including preparation of joining instructions, event program briefing and process documentation, etc;
 - Ensure onsite delivery where appropriate, including venue and supplier communications, AV, exhibits, catering, staffing, onsite printing and branding, printed programs and promotional materials, etc;
 - Ensure online and LMS delivery, including live-streaming;
 - Ensure relevant website pages up to date;
 - Ensure Continuing Medical Education validation applications and processes as needed;
 - Oversee the development of education supplementary learning and maintain ISUOGs 'Your Learning' pages online;
 - Ensure all necessary material from delivered courses is provided for the ISUOG CME program, including learning objectives, MCQs, and speakers' permissions;
 - Support the preparation of the educational aspects of the Congress programs required;
- Promotion and communication:
 - Ensure clear communication around future courses and programs across the organisation and with key stakeholders and committees;
 - Work with the Education Marketing Officer for timely and informed marketing of upcoming courses and programs;
 - Sign off ISUOG Education and event materials as necessary;
- Organise and deliver ISUOG's free monthly Education webinars
- Assist the Education Manager to implement other educational initiatives
- General:
 - Compliance with ISUOG policies
 - Development of positive relationships with stakeholders
 - Performance of other duties as necessary, which are reasonable, to meet the needs of the organisation
 - Commitment to the organisation's aims and values.

This job description 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 	<ul style="list-style-type: none"> ▪ Further qualification in project management
Experience	<ul style="list-style-type: none"> ▪ Broad and deep experience and significant track record of delivering successful high quality events and courses ▪ Working independently and organising own workload 	<ul style="list-style-type: none"> ▪ Working with committees ▪ Working in an international setting

	<ul style="list-style-type: none"> ▪ Budget management, cost efficiency and income generation ▪ Promotion and marketing ▪ Education and learning work experience 	
Knowledge & Skills	<ul style="list-style-type: none"> ▪ Proven organisational skills ▪ Strong commercial aptitude ▪ Strong communication and negotiation skills ▪ Ability to manage multiple projects/tasks ▪ Ability to inspire and motivate others ▪ Excellent English language skills, both written and verbal ▪ Excellent financial management and planning skills ▪ Working knowledge of website content management systems 	<ul style="list-style-type: none"> ▪ Knowledge of other languages
Personal qualities	<ul style="list-style-type: none"> ▪ Attention to detail and a commitment to excellence ▪ Proactive and self-motivated ▪ Practical and hands-on ▪ Independent and decisive ▪ Collaborative style, ability to listen to and engage with others ▪ Positive and enthusiastic ▪ Calm under pressure 	<ul style="list-style-type: none"> ▪ Interest in education
Motivation & expectations	<ul style="list-style-type: none"> ▪ Comfortable in a dynamic fast paced environment ▪ Works well to deadlines ▪ Desire to make a significant contribution to the organisation ▪ Flexibility to varying workload ▪ Committed to ISUOG's values ▪ Ability to work some weekends 	<ul style="list-style-type: none"> ▪ An interest in and commitment to women's health