



## **WORK WITH US**

### **Job Description – Professional Development Coordinator**

March 2019

## JOB DESCRIPTION: PROFESSIONAL DEVELOPMENT COORDINATOR

Location:	40 Queen Street, London EC4R 1DD
Salary:	Up to £32,000 plus generous annual leave and pension
Responsible to:	Director of Communications & External Relations
Duration:	Full time, permanent

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**Applicants are asked to send their CV, with a covering letter explaining how they meet the 'person specification', by 22 March 2019 to Barney Roe, [barney.roe@charteredabs.org](mailto:barney.roe@charteredabs.org).**

### Purpose of the post

We are looking for an outstanding candidate to join our forward-thinking, friendly, and driven team. We are a business-minded, mission-led organisation motivated by our social and commercial goals. We exist to support our members to deliver a world class education and impactful research.

This post has been created at an exciting time for the Association. The Professional Development Coordinator will play a key role in developing and delivering CPD events, development programmes and webinars as part of our new CPD scheme for business school educators – the Certified Management & Business Educator (CMBE).

The CMBE scheme has been created in response to demand from our members to meet the need to provide continuous professional development and recognition for university teaching faculty. Business is the most popular subject for students studying in the UK and there is increasing pressure on universities to deliver and demonstrate higher standards of teaching. We are taking the initiative in the sector to support university business schools and faculty to develop and enhance their teaching provision.

The candidate will have experience in researching and developing content for event programmes or other learning & development and CPD activities. For example, this experience may include roles across conference production, developing educational courses and programmes, or producing learning & development content.

This is a new role so the post-holder will be able to shape it, with the support of the team, in line with our objectives for the scheme. For example, beyond the face-to-face provision and webinars we see the post-holder working in collaboration with academics to develop other online CPD content and materials such as video and articles.

If you think you can develop the programme for a series of workshops on 'teaching with technology', research the development needs for a webinar on 'student engagement', and source case studies for an event on 'innovative learning and teaching methods', we would love to hear from you.

**Applicants must have the right to work in the UK.**

## Principal job functions & main tasks

### 1. CPD programme events and content development and delivery

- a. Manage our portfolio of professional development workshops, development programmes and online content tailored for business and management educators;
- b. Research and develop programme content that meet the professional development needs of our members. To do so will require:
  - i. Conducting research via phone, email, surveys and face-to-face with senior level stakeholders and other teaching faculty;
  - ii. Sourcing, inviting and briefing speakers and facilitators;
- c. Plan, develop and deliver face-to-face professional development products that are viable for the association to run;
- d. Identify and work with individuals in the sector to produce online content (mix of webinars, video and text) to be made available to subscribers;
- e. Produce outstanding written copy for programme content, programme materials, and online CPD content;
- f. Work with the marketing manager to plan and deliver marketing activity for professional development events;
- g. Work with the CMBE Administrator to source venues, manage delegates, and deliver the event logistics before, during and after the event.

### 2. Budgeting and reporting

- a. Work with the Director of Communications to manage budgets for the professional development events;
- b. Work with the CMBE Administrator to assess and verify third party CPD events for inclusion in the CPD provision listings;
- c. Produce weekly reports on registrations, revenue and other performance indicators.

### 3. Other

- a. This is a new role on a new and exciting project. The role therefore may evolve as the project takes off.

## Person Specification

Candidates must be able to demonstrate that they meet the ‘essential’ criteria. **Applicants must have the right to work in the UK.**

<b><i>Knowledge and experience</i></b>	<b><i>Essential / desirable</i></b>
Experience in researching, writing and producing event programmes, training courses, or other face-to-face professional development programmes	Essential
Experience of consulting and communicating with stakeholders and people in senior positions	Essential
Experience of managing projects	Essential
Experience producing written CPD content and materials	Desirable
Experience producing webinars	Desirable
Experience in writing marketing copy	Desirable
Experience in event logistics and operations	Desirable
Experience of managing budgets	Desirable
Experience using website CMS and marketing platforms to send emails campaigns	Desirable
Knowledge of higher education policy	Desirable
Experience of using CRM systems and databases (ideally Salesforce)	Desirable
Proficiency in Microsoft office	Essential

<b><i>Skills and behaviours</i></b>	<b><i>Essential / desirable</i></b>
Excellent oral and written communication	Essential
A positive, friendly and professional disposition and strong interpersonal skills	Essential
Ability to show initiative and take responsibility for projects	Essential
Ability to work collaboratively with colleagues and a range of external stakeholders	Essential
Ability and willingness to network with and speak to members and	Essential

stakeholders face-to-face and by phone	
A willingness to keep up-to-date with higher education policy and trends and issues within the business school sector	Essential
Ability to multi-task and work well under pressure	Essential
A can-do and determined attitude	Essential
High standards of integrity	Essential
Ability to work occasional flexible and unsocial hours including evenings if required and to travel, within the UK.	Essential
Commercial acumen	Essential

<b>Qualifications</b>	<b><i>Essential / desirable</i></b>
Educated to degree level	Essential