



## Job Description for the Education Officer

### Education Officer

#### Overall

- Oversee the educational portfolio of OxCME, maintaining high quality and rigorous standards.
- Ensure proper records are kept of educational programmes offered by OxCME
- Monitor and report on the educational programme offered by OxCME

Oversee the production of necessary educational reports

#### Specifically

- Liaise with relevant staff, committee members and/or volunteers on the type, range and quality of educational programmes offered by OxCME
- Develop, in collaboration with relevant staff, committee members and/or volunteers guidance notes on the types of educational programmes which OxCME wishes to support
- Liaise with potential providers of OxCME approved courses providing guidance and advice, where appropriate.
- Ensure robust and fair processes are in place for the selection, delivery and review of OxCME approved programmes.
- Ensure diversity and inclusion of educational programmes offered by OxCME
- Assisting in the professional development of tutor;
- Assisting in the preparation of budgets and business planning;
- Provide progress reports to the committee on the educational programme, including courses under development, approved and recently reviewed)
- Chair the OxCME programme approval committee meetings

Lead on programme review and evaluation

#### Qualities

- Formal qualification in teaching in higher education
- Knowledge and experience of programme and curriculum development
- Experience of reviewing large and small scale educational programmes
- Ability to facilitate a range of educational opportunities, both formal and informal, with small and large groups.

Ability to communicate clearly