



Section 1 - Description

Job Title: Education Events Co-ordinator – 35 hours per week

Location: Education and Assessment Unit

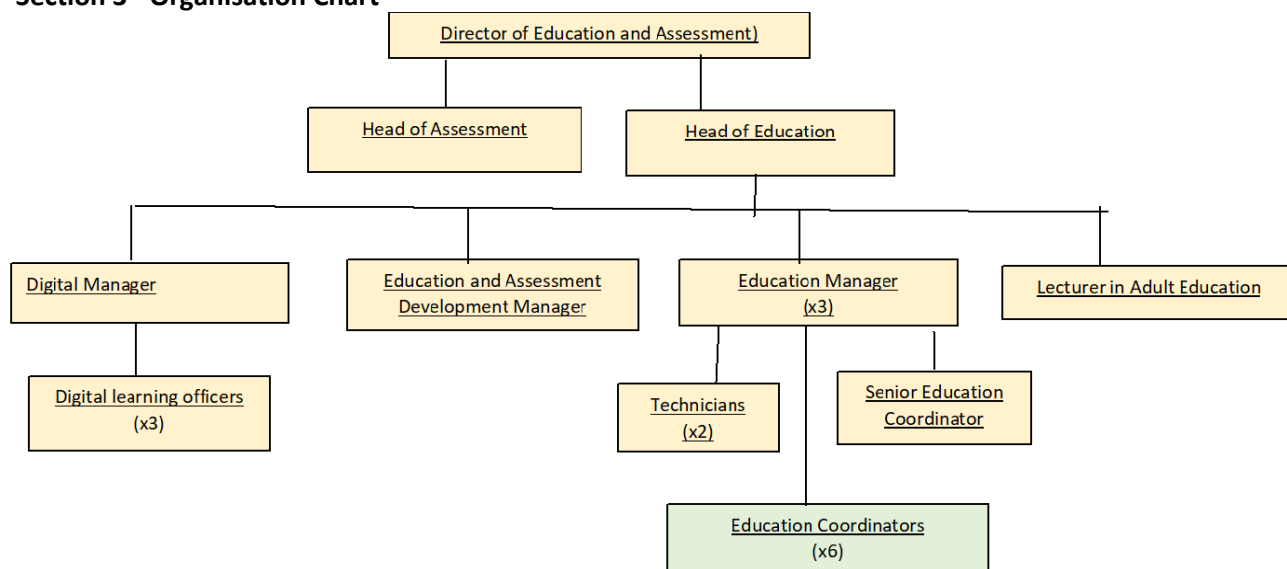
Reports to: Education Manager

Date: August 2025

Section 2 - Job Purpose

This role involves supporting the organisation and delivery of postgraduate medical education for physicians, surgeons, dentists, travel medicine practitioners, and podiatrists by coordinating the planning and administration of educational events, training programmes, and professional development activities. Key responsibilities include assisting with the development and implementation of marketings, maintaining strong communication with teaching faculty, conference speakers and event delegates, and engaging with pharmaceutical sponsors to ensure their continued support. The role also includes administrative support for clinical skills courses, some of which involve cadaveric material, delivered at the Clinical Anatomy Skills Centre at the University of Glasgow and the Macewen Clinical Skills Suite at the College on St Vincent Street. Strong organisational skills, effective communication, and the ability to manage multiple priorities are essential for success in this position.

Section 3 - Organisation Chart



Section 4 – Job Dimensions

Education Events:

- The Education Unit organises approx. 200 Education events (conferences, courses, webinars and training programmes) per year
- Each Educational Events Co-ordinator will work on up to 20+ events and activities during this period

Event Co-ordination and Planning:

- The Educational Events Co-ordinator will market each event by sourcing potential delegates and sending out electronic mailings
- Each Educational Events Coordinator will process approximately 1,000 delegate registrations annually and coordinate with around 100 event leads, teaching faculty, and conference speakers. The majority of these individuals will be healthcare professional

Section 5 - Main Responsibilities and Role

The main responsibility of the Educational Events Co-ordinator is to manage the planning, administration and delivery of their allocated events within the annual education calendar. This includes proactive engagement with event leads, teaching faculty, conference speakers, delegates, and pharmaceutical companies to ensure the successful delivery of high-quality educational events. To do this, the Educational Events Co-ordinator must:

- Collaborate with event leads to confirm the proposed programme for an event and identify potential teaching faculty to be contacted
- Approach and recruit members of faculty to teach on courses
- Provide support to event leads, teaching faculty and conference speakers by ensuring that their requirements (accommodation, AV etc) are provided to their satisfaction
- Work with education management, the event lead and the marketing team to identify the target audience and source mailing lists, to recruit delegates to attend each event
- Maintain and monitor budgets for individual events
- Compose and submit applications for Continuing Professional Development, for approval
- Identify and recruit pharmaceutical companies, as sources of sponsorship for the event
- Liaise with other members of College staff to ensure that all in-house facilities, equipment, AV, and catering requirements are met
- Complete post-event evaluation analysis for delegates and Faculty for each event and disseminate the information to relevant parties for feedback purposes
- Be aware and follow the planning time lines in which to progress events and activities •
- Assist or potentially substitute for other team members if required
- Other duties as prescribed by the Manager, Head of Education and Director of Education and Assessment

Section 6 – Planning and Organising

Planning for an educational event is highly proactive, involving excellent planning and organisational skills:

- The Head of Education along with relevant Education Manager will allocate the events to each Educational Events Co-ordinator up to 15 months in advance. The Educational Events

Co-ordinator must plan and organise their events 9-12 months ahead of time

- Most of the planning and organising responsibilities for an event will lie with the Educational Events Co-ordinator
- Once initial contact has been made with the event lead, the Educational Events Co-ordinator must identify and complete all tasks and responsibilities required for the successful organisation of their events
- During the event organisation process, the Educational Events Co-ordinator must be able to anticipate issues and utilise their initiative and problem-solving abilities to resolve short notice issues which could cause potential disruption to the usual planning and organisational process

Section 7 – Decision-Making

The Educational Events Co-ordinator must prioritise their own workload, and is responsible for making a large number of the decisions that are necessary for the organisation of an educational event:

- The Educational Events Co-ordinator must work proactively, making decisions essential to the planning process as appropriate
- Identify and engage appropriate pharmaceutical companies, as sources of sponsorship for the events
- Determine appropriate catering numbers and requirements prior to an event, and the necessary arrangements must be made with either an internal or external catering manager

Section 8 – Knowledge, Experience and Skill Set Required

Essential:

- Customer focused and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner
- Strong planning and organisational skills and attention to detail
- Proven ability to work effectively as part of a team
- Excellent written and verbal communication skills
- Experience using Microsoft Office applications, including Word, Excel and Outlook

Desirable:

- Experience in organising events, including managing all logistical arrangements, delegate and sponsor acquisition, and overseeing budgetary control
- Involvement in the delivery of events through webinars and e-learning platforms.
- Some experience in using Customer Relationship Management (CRM) systems to support event coordination and communication.

Section 9 – Job Context and Special Features

The main responsibility of the Educational Events Coordinator is to manage the planning, administration, and delivery of educational events within the College's annual education calendar. This role sits within a growing and evolving education and training function, requiring a strong commitment to teamwork and a flexible, proactive attitude toward change.

The post holder will also play a role in promoting membership of the College and communicating the benefits of joining the organisation to relevant audiences.

During events, the Educational Events Coordinator will be expected to work the hours necessary to ensure successful delivery. This may include early starts, late finishes, and working through breaks. Not all events will require these extended hours, but flexibility is essential.

Some responsibilities may involve the administration of clinical skills courses, which take place at:

- The Clinical Anatomy Skills Centre at the University of Glasgow
- The Macewen Clinical Skills Suite located within the College on St Vincent Street

These courses may involve work with cadaveric material, and candidates should be comfortable working in such environments.