Versus Arthritis

Job description

Job title: MSK SKILLs (Skills, Knowledge, Information and Lifelong learning) Content Development and Delivery Officer

Reports to: Healthcare Professional Training and Education Manager

Department: Professional Engagement and Education Team (PEET)

Directorate: Services and Devolved Nations

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

 **Services and Devolved Nations (S&DN) Directorate**

The Services and Devolved Nations Directorate delivers impact and change for people with arthritis through our support services of a helpline, online community and other digital tools, to our community delivery across our four nations so that people can connect and learn the tools to self-management and keep active.  We support people of all ages by delivering peer support, workshops and residentials to young people.  We educate and train health professionals to better understand arthritis and engage with about our research.  We are leaders in influencing governments to promote the importance of arthritis and enable change across our health and social care systems.

Job purpose

At Versus Arthritis, we want to empower people with arthritis to be able to take control of their health and wellbeing, so they can be physically active and self-manage. To do this they need support and guidance from informed health and care professionals. Health and care professionals are a trusted provider of information and need to be supported in their understanding of arthritis.

This role is responsible for the development and delivery of education and training content as part of the Versus Arthritis MSK SKILLs programme for health and care professionals, ensuring that it supports them to develop their knowledge and increase their confidence in musculoskeletal (MSK) conditions, enabling them to deliver the best care possible for people with arthritis.

In this role, working alongside the Training and Education Manager and informed by a team of clinical experts, the Content Development and Delivery Officer will develop and deliver a wide range of education activities for healthcare professionals. They will ensure that the latest research is put into practice, and signposting to physical activity and self-management in the community are promoted within our programme.

This role works across all four nations to deliver our education and training programme.

Main duties

* Support the Healthcare Professional Training and Education Manager in delivering a wide-ranging education and learning programme for health and care professionals.
* Develop training materials for health and care professionals, based on latest insight and mapped against training pathways and curriculum
* Ensure equality, diversity and inclusion is incorporated into all training and education materials.
* Promote the MSK SKILLs programme to a wide range of audience, focusing on health and care professionals.
* Attend training and development events to help support the charity and own development.
* Undertake any other duties reasonably requested in order to support the team and ensure adequate cover is provided.
* Willingness to travel across the UK as required to attend meetings and events with a willingness to attend occasional weekend events and meetings.
* To embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* To ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* To embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.

Key stakeholders and relationships (internal/external)

* Professional Engagement and Education Team
* Creative and Content team
* Innovation and Support team
* Clinical Lead and Core Skills trainers
* Healthcare providers, partner organisations, deaneries, Integrated Care Boards (ICBs) and other professional bodies.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Experience of developing educational content and resources, e.g. PowerPoints, eLearning modules, podcasts, resource sheets.
* Experience of delivering educational content using a range of methods, e.g. face to face workshops, webinars, large scale conferences.
* Experience of using learning management systems, including content management and user data management.
* Knowledge of the processes involved in the development and delivery of education and training, including identifying needs, planning, facilitation, assessment and evaluation.

**Skills**

* Excellent communication and interpersonal skills, and evidence of excellent relationship management with a wide range of stakeholders.
* Ability to manage a project from initiation to completion, including time-management skills, logistical organisation, budget management, problem solving and the ability to prioritise workload effectively.
* Ability to apply evaluation and impact measurement to activities.
* Excellent information technology skills; thorough working knowledge of Microsoft Office Suite especially Outlook, Word, Excel, Teams, Teams Live, PowerPoint and digital working skills including experience of using databases.

Desirable experience, knowledge and skills

* Experience of working within the third and/or public sector, preferably within the fields of health and social care
* Knowledge and understanding of arthritis and other musculoskeletal (MSK) conditions.
* Experience of community development approaches including co-production and co-design and involving people with lived experience.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.