

Role profile

Role title	Corporate development project coordinator (MDBC)
Department and directorate	People and corporate development directorate
Grade	Grade 7
Reports to (job title)	Member development manager
Direct reports (job titles)	none

Job Overview– purpose of the role

Describe as concisely as possible the overall purpose of the job and what success looks like. Please limit this to a maximum of four or five sentences

The member development project coordinator will play a key role in supporting the Project Manager to develop and deliver an innovative eCPD service offering clinical education content to doctors. This role is responsible for the provision for project coordination and administration to ensure smooth delivery of this new L&D offer for BMA members. Ideally, the candidate will have experience in supporting projects that develop eCPD learning and development for medical professionals or equivalent expertise.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- Planning and Execution:
 - Provide administrative support to the Project Manager in the design and implementation of eCPD development project plans, ensuring alignment with key goals and timelines
 - Proactively monitor project progress against milestones, identifying potential delays and resolving issues as they arise
 - Provide admin support for scheduling of meetings and workshops related to the project's lifecycle. Draft meeting agendas, and minutes for review, recording and following up actions to completion to report back as required
- Communication Management:
 - Act as a central point of contact for all project communications, ensuring that updates, tasks, and decisions are disseminated efficiently
 - Facilitate smooth collaboration between internal teams and external stakeholders, including faculty reviewers (clinical content peer reviewers)
- Faculty Coordination:
 - Work with the Project manager to identify and recruit faculty reviewers across multiple eCPD programs simultaneously
 - Manage and track faculty involvement and invoicing, ensuring all reviewers meet deadlines
- Working Group Oversight:
 - Coordinate multiple working groups with diverse expertise and schedules to ensure cohesive progress across different areas of the project (i.e. Marketing working group, IT integration working group etc.)
- Documentation and Reporting:

Duties and Responsibilities

- Create and maintain comprehensive project documentation, including task checklists, and provide regular updates for higher management
- Develop templates and standardised processes to streamline project documentation
- Research into issues and drafting of written materials as required
- Establish and maintain a Microsoft Teams SharePoint hub to facilitate internal and external coordination, document sharing, and task tracking
- Ensure all team members have access to required tools and provide training if necessary
- Compliance Support:
 - Work with our partner to draft and submit accreditation applications in compliance with UK accrediting body criteria for CPD points
 - Ensure alignment with organisational procedures, maintaining smooth project operations throughout
- Any other duties as reasonably directed

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Project coordination and organisational skills
- Ability to draft minutes, papers or briefings for review by line manager and/or head of function/director of Corporate Development
- Strong written communication skills for producing clear, professional accreditation applications, reports, and governance documentation
- Quick thinker – ability to respond decisively to issues on the day of training programmes/ meetings (eg. IT failure, catering issues etc)
- Excellent organisation and multi-tasking abilities
- Open to receiving constructive feedback positively
- Ability to produce basic statistics and reports accurately and reliably
- Ability to maintain databases
- Accuracy and attention to detail
- Excellent interpersonal skills
- Familiarity with clinical CPD eLearning platforms and UK accreditation processes (advantageous but not mandatory)

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- Ability to grasp new concepts quickly
- Ability to translate discussions within meetings into clear, concise briefs, for review by line manager
- Creativity in the development of materials and resources to support the project
- Effectively conveying information across teams and stakeholders
- Finding innovative solutions when timelines or priorities shift
- Remaining flexible and resourceful in rapidly changing environments

Intellectual demands (complexity and challenge)

- Ability to keep projects on track by providing appropriate support to the Head of member development and inclusion and Member development manager

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- Understanding of how and why the BMA member L&D offer is important and how our USP differs to other market products and services
- Ability to horizon scan and identify any potential risks and highlight to line manager
- Responsible for undertaking analysis and draft reports and papers to a high standard and within requisite timescales
- All work will be reviewed by line manager

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- Support role to the project manager
- Direct contact with members, elected members, doctors and medical academics
- Direct contact with medical education accreditation bodies
- No budgetary responsibility
- Post holder is responsible for managing their own workload to ensure all deadlines are met

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- Contact with BMA staff across the association – working with colleagues in IT, L&D, communications and engagement, devolved nations, member relations and . Purpose: to co-ordinate the working groups and external stakeholders on project matters
- Identify and develop external contacts with counterparts in stakeholder organisations such as accreditation bodies
- Liaise with third party providers to coordinate eCPD production and service delivery

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- Ability to maintain focus and concentration while working in an open plan office
- Extensive VDU usage

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- Personal resilience – able to withstand robust challenge from elected and other members and stakeholders

Values and behaviours

The post-holder is expected to execute their role in line with our four organisational values.

The following examples illustrate how we are using our values to inform how we act:

We Campaign, Organise and Represent

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

We are accountable and member-led

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

We are expert and trusted

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

We find strength in unity and celebrate our diversity

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

Sign-off

Manager:

Date:

Role holder:

Date: