

## JOB DESCRIPTION

<b>Job Title:</b>	Training Programmes Manager
<b>Location:</b>	Remote
<b>Responsible to:</b>	CEO
<b>Hours:</b>	Permanent, part/full-time (up to 40 hours/week)*
<b>Salary:</b>	£38k per year
<b>Starting date:</b>	June 2024



### ABOUT M4RD

M4RD exists to provide education and training targeted at medical professionals, enabling them to improve diagnosis and care of people living with rare conditions.

An estimated 3.5 million people in the UK live with a rare condition and one of the greatest challenges highlighted by this patient group is lack of medical professional awareness.

A rare disease is one that affects fewer than 1 in 2000 in a population and approximately 7000 rare conditions have been described. Rare diseases have been a health priority in the UK and across the globe for many years now. Our power to diagnose rare conditions and our scope for treatment has vastly accelerated in the last twenty years.

However the accepted approach to medical education on rare disease has changed very little in that time. Usually a handful of individual rare diseases are taught about in medical education based on factors such as geographical proximity to a specialist center, an educator with a special interest or purely because it's traditional to teach about some conditions in certain specialties. Usually this kind of education has a biomedical focus, rather than a holistic focus that is needed in rare conditions. The majority of which are life-long and cause multi-system involvement.

The charity is small and consists of a friendly group of staff and Trustees. The work can be intense but rewarding as the charity responds to the needs of the rare disease political landscape. Within reason we try to be flexible in order to make the most out of your skills and time. If you like project management, being organised and working at a fast pace on something fun then please do apply.

## **OVERVIEW OF THE ROLE**

As the **Training Programmes Manager** you will have oversight and responsibility for the healthcare professional training projects and activities, as well as growing the M4RD network within HCP groups and training institutions.

You will be key to rolling out Rare Disease 101 training for healthcare professionals all over the UK and potentially abroad. While you are not expected to deliver training yourself you will be pivotal to creating opportunities and facilitating all aspects of the programme.

## **KEY RESPONSIBILITIES**

- Co-lead M4RD's Ambassador Programme, managing the clinical and medical student ambassadors.
- Planning and delivering training events.
- Deliver educational and training projects inline with M4RD's current strategy and work programme.
- Collaborate with training institutions and NHS workplaces inline with M4RD's current strategy and work programme.
- Potential to manage up to two members of the M4RD Team.
- Support the CEO and Operations & Finance Manager with recruitment duties, operational strategy and development and coaching any relevant staff.

## **MAIN DUTIES AND RESPONSIBILITIES**

Key areas of day-to-day responsibility and oversight will include but not be limited to:

- **Ambassadors**
  - Manage a team of ambassadors to deliver high-quality Rare 101 training..
- **Training and education**
  - Develop and establish KPIs required to execute programming, the impact of M4RD's educational content, the measures of programme success, and reporting to CEO and Trustees.
  - Work with the CEO to maintain the continuous systematic review of programmes to improve quality, equity and efficiency.
  - Oversee financial accountability of educational programmes, working with the CEO and Operations & Finance Manager to strategise financial performance success of M4RD's educational programming.
  - Identify and incorporate innovative educational tools and practices, including digital/e-learning
- **Project delivery**
  - Prepare relevant project documents with timelines and milestones, ensuring the relevant boards are updated on Monday.

- Keep projects on track and report their impact and outcomes in alignment with M4RD's strategy and needs.
- Manage training budgets, reporting costs to the Operations & Finance Manager; ensuring expenditure benefits the charity's strategic outcomes.
- **Working with training institutions**
  - Liaise with training institutions such as universities, training programmes, training providers, etc to develop and deliver programmes.

## **ROLE REQUIREMENTS**

### **Operational**

- Excellent attention to detail.
- Experience using online project management tools such as Monday.com.
- Significant experience working with an online team and are confident using software to facilitate this e.g. Slack, Monday.com, Zoom, GSuite.
- Effective working autonomously while collaborating with others.
- Understand the need to account for how your work and actions contribute to and impact the work of the whole team.
- Well practiced in multitasking across various projects, meeting timelines and adapting to change.
- Comfortable with a range of tasks from basic administrative and logistical tasks to more complex project responsibilities.

### **Training**

- Healthcare professionals and those who have experience working in medical workforce training are particularly encouraged to apply

### **Management**

- You have at least 3 years' experience providing operational management and/or administration for a team or group.

### **Desirables:**

- You are values driven!
- You enjoy communicating with people at different levels of seniority (written and verbal) and can do so effectively, efficiently and with sensitivity.
- You can demonstrate understanding of the rare disease space and/or working for a small charity - you may have worked in a rare disease organisation/small charity before, you may have volunteered, or you may just have a keen interest; either way you will have appreciation of the unique opportunities and challenges we face.

## **BENEFITS**

- 28 days holidays (inclusive of bank holidays)

- 3 days additional paid leave for office closure between Boxing Day and New Year's Day bank holiday.
- Paid lunch breaks.
- 3% employer pension contribution.
- Employee Assistance Programme.
- Flexible working practices.
- Dedicated training budget to support personal and professional development.
- Opportunities to meet and engage with collaborators and expand your professional network through attending events.

## **LOCATION**

This is mostly a remote role however travel will be required for training events. Applicants must be able to travel across the UK. All travel costs required for the role are reimbursed by the charity.

Minimum travel requirements for this role include:

- 4 quarterly meetings in London/Manchester
- 1 annual flagship event in London
- a 2-day strategy meeting in the Cotswolds/Oxfordshire
- 1 annual event in Cambridge
- 1 annual event in Manchester
- 1 annual event in Birmingham

## **APPLICATION PROCESS**

\* We will consider less than full time applications for the right candidate.

We'll be receiving applications until 9am on Friday 3rd May 2024 and will be holding online interviews mid-May 2024 with the potential for a second in person interview in High Wycombe. Please apply online using our [Google Application Form](#) by 9am on 3rd May. We welcome enquiries about the role to [jo@m4rd.org](mailto:jo@m4rd.org).

Unfortunately, at this time, we can only consider candidates for this role who have the current legal right to work in the UK.