

Call for EFAD Education Officer

The European Federation of the Associations of Dietitians is seeking to recruit an Education Officer/eLearning developer to manage the creation and development of an Online Education Platform.

The aim of the Education Platform is to transfer knowledge between post-graduate dietitians, and other healthcare professionals, for the advancement of the dietetic profession.

This role will provide the successful applicant with the opportunity to support EFAD and dietitians across Europe in developing their educational profile and in initiating, conducting and disseminating education, mainly at a post-graduate level

Role of an Education Officer

The Education Officer will be responsible for the creation of different forms of learning.

Online learning can include courses, webinars, podcasts, interactive multi-media, quizzes, other learning materials

The Education Officer will support the EFAD Project Manager and EFAD Committees in creating and developing various online educational modes of delivery.

Duties

1. To develop and implement, together with the Education and LLL committee, a strategic plan for delivering online education across Europe, mainly for dietitians at post-graduate level.
2. To build and manage the EFAD Educational Platform
 - a. to plan and build the structure of the Educational Platform in cooperation with IT agency
 - b. to identify educational needs
 - c. to create and develop procedures for creating new online learning (estimated timelines, resources, and responsibilities for webinars, courses, podcasts, etc.)
 - d. to coordinate the transfer of existing EFAD online learning materials to the Platform (webinars and other learning materials)
 - e. to plan and create new courses, also in cooperation with partners
 - f. to coordinate the creation of online courses with help from subject specific Advisory Boards, who will support and guide the Education Officer in assessing suitability, scope and content of the educational initiatives and in identifying experts to create the materials
 - g. to create online learning courses, including interactive multimedia and quizzes, for our target audience. This includes enhancing our current online offerings to meet specific criteria for user engagement and interactivity, as well as developing new course offerings based on on-going research of dietitians needs
 - h. to assist the experts to deliver quality learning materials
 - i. to ensure educational programs are effective and useful (creating and monitoring KPIs, taking actions to adapt & improve materials)
 - j. to administer the EFAD Educational Platform
3. To develop Continuous Professional Development of EFAD members. In addition to working with the Education and Lifelong Learning Committee, this could include working with the:

- a. Research committee to embed research and evidence-based practice into daily work
 - b. Professional Practice Committee to develop professional practice
4. To support the EFAD Project Manager in pro-actively seeking educational collaborations and generating educational opportunities and to motivate others within EFAD to do so.
 5. To support the completion of educational project contracts and ensure projects operate within the policies and procedures laid down by EFAD
 6. To support and advise the Honorary President, Executive Committee (EC) and other committees on all aspects of education
 7. To report regularly to the EFAD Executive Director and EFAD Honorary Treasurer and flag up to EFAD Project Manager any educational project which is not fulfilling contractual obligations or meeting deadlines and take/propose remedial actions

Competences required of the Education Project Officer

Essential:

- 2+ Years of experience authoring online learning courses
- LMS administration; including course development, student group creation, assignments, reporting, and troubleshooting any technical issues
- Experience with Articulate or other software tools for creating SCORM courses.
- Design and develop engaging and memorable learning opportunities.
- Experience of making e-learning exciting, fun and social.
- Create engaging and interactive learning experiences including scenarios, simulations, and games
- Ability to make judgment calls and suggest improvements toward achieving quality and excellence in the e-learning experience
- Obtain and incorporate user feedback
- Communicate on-going production status updates to project team, including any predictable barriers impacting timely completion of deliverables
- Work in an online team setting (we are 100% virtual organisation) and also perform effectively and independently with the ability to problem-solve complex problems
- Understanding target audience (dietitians and other health care professionals)
- Excellent verbal and written communication skills.
- Excellent English – other European languages advantageous
- Ability to work from a “home-office” and at distance/virtually on own initiative, systematically, accurately and transparently
- Effectively communicate with pan-European team members and other stakeholders at distance using telephone, VOIP, email and other project management tools
- Excellent organizational and planning skills, ability to work towards deadlines
- Ability to navigate between different stakeholders’ interests (academic vs industry/food industry and communication/digital agencies)
- Leadership skills to create and lead groups/initiatives while being an active member

Desirable:

- Knowledge of nutrition & dietetics
- Bachelor's degree in education, instructional design, educational technology, or related field preferred.

- Master's degree in eLearning, instructional design, or a related field.
- Experience of using social media channels

Terms and Conditions

1. This is a consultant role, which will be done remotely and with flexible scheduling
2. The EFAD Education Officer will be recruited on a consultancy basis, initially for one year, and will be responsible to the EFAD Executive Director
3. The Education Officer, who can be based anywhere within Europe, will be required to provide his/her own workspace and tools (office/computer/internet access/telephone etc.)
4. Competitive remuneration with room for growth
5. Some European travel may be required, for which EFAD will reimburse previously agreed travel, accommodation and subsistence expenses.
6. Full terms and conditions will be described in the Consultancy Contract

Selection Process:

1. A call for applications will be sent to all EFAD networks and everyone in the EFAD stakeholder database (including other EU organisations).
2. Applicants will submit a Curriculum Vitae, names of two referees and a letter stating “fitness and motivation” for the role.
3. An EFAD selection panel will select candidates for interview, using sift criteria based on competences mentioned in the call (and advice from NDAs if deemed necessary)
4. Selected candidates will be invited to virtual interviews
5. References of suitable candidates will be collected and assessed
6. The selection panel will make recommendations to the EFAD Executive Committee
7. Successful candidate will be informed & appointed
8. The decision of the EFAD Executive Committee will be final and no correspondence will be entered into

To apply for the post of EFAD Education Officer please send:

1. Curriculum Vitae
2. A letter stating fitness and motivation for the role
3. Names and contact details of two referees

To:

Judith Liddell, EFAD Executive Director secretariat@efad.org by 15 January 2021