



**BRITISH ASSOCIATION
OF DERMATOLOGISTS**
HEALTHY SKIN FOR ALL

Committee and Courses Lead: Job Description, Person Specification and Supplementary Information

Role Title:	Committee and Courses Lead
Location:	Usually based in central London (W1T), with potential for hybrid remote/office working options
Salary band:	3.1 Subject Expert - £36k – £38k
Reports to:	Director of Education
Direct Reports:	None (with responsibility for coordinating faculty, committee members, external speakers and stakeholders and project teams as required)
Contract/hours:	Full-time, permanent

The British Association of Dermatologists (BAD) is a leading professional body representing over 2,300 dermatologists from the UK and around the world. As a charity, we are dedicated to advancing dermatology, improving patient care, and supporting the professionals who treat skin disease.

The charity is governed by seven Officers, elected from the BAD membership. A wider Executive Committee is formed of the Officers, a lay representative, co-opted members and Regional Representatives, and this committee is responsible for guiding the overall strategy and policies of the association. The day-to-day work of the association is carried out by a team of 50 staff, supported by a number of expert sub-committees and patient /lay representatives.

The British College of Dermatology is the educational arm of the British Association of Dermatologists. The role of the BCD is to oversee the development of dermatology curricula, the running of educational courses and events mapped to these curricula, and the provision of dermatology-related educational resources for a wide range of healthcare professionals. The BCD functions to ensure these resources are accredited, quality-assured training frameworks for a wide range of healthcare professionals with an interest in dermatology, including GPs, nurses, and allied healthcare professionals. The overarching aim of all the BCD's work is to improve overall patient care in dermatology.

Role Overview

The Committee and Courses Lead will support the British College of Dermatology by leading the operational planning, coordination and delivery of BAD's programme of face-to-face and hybrid

educational courses, while overseeing support for education sub-committees, working party groups and BCD faculty.

Reporting to the Director of Education, the postholder will be responsible for developing robust forward planning processes, ensuring high-quality delivery of educational events and providing effective governance support across BAD's education sub-committees and working party groups. Working collaboratively with Faculty, committee chairs, healthcare professionals and colleagues across the Education Team, the role will ensure education activities are delivered efficiently, consistently and in line with BAD's strategic education objectives.

The Committee and Courses Lead will play a key role in improving operational efficiency, supporting commercially sustainable education activity, strengthening stakeholder relationships and enabling the continued growth of the British College of Dermatology.

This is a pivotal role within the Education Team, requiring a balance of operational leadership, project management and stakeholder engagement to deliver an outstanding education programme while supporting the Director of Education with the wider strategic development of BAD's education portfolio.

Key responsibilities

Course Development, Planning and Delivery

- Lead the planning, development and delivery of BAD's programme of face-to-face, hybrid and educational events.
- Develop annual course schedules and delivery plans that support long-term forward planning.
- Ensure courses are delivered to agreed timelines, budgets and quality standards.
- Coordinate faculty, speakers, venues, suppliers and delegates to deliver successful educational events.
- Identify opportunities to improve operational efficiency and learner experience across the course portfolio.
- In collaboration with other Leads and the Business Development Manager develop new courses and events in line with latest trends and demands.

Committee and Governance Support

- Lead operational support for education sub-committees, working party groups and BCD Faculty.
- Work closely with committee Chairs and the Director of Education to plan annual work meeting schedules and educational output and projects.

- Ensure committee and working party group output is effectively coordinated, including agendas, papers, minutes and action tracking.
- Maintain governance documentation including terms of reference, constitution, membership records and committee documentation.
- Ensure governance processes are delivered consistently and in accordance with organisational requirements.

Project Leadership and Operational Management

- Lead multiple education projects simultaneously from planning through to delivery and evaluation.
- Develop project plans, operational timelines and resource schedules to support proactive delivery.
- Coordinate internal colleagues, Faculty members and external stakeholders to achieve project objectives.
- Monitor progress, identify risks and implement solutions to maintain delivery against agreed plans.
- With the Director of Education embed structured planning processes that reduce reactive working and improve operational resilience.

Collaboration and Stakeholder Engagement

- Build strong relationships with BAD Officers, Faculty, committee members, Special Interest Groups and external stakeholders.
- Work collaboratively with the Education Content Lead to ensure face-to-face courses align with wider educational programmes and learning pathways.
- Work closely with the LMS and Digital Learning Lead to support hybrid learning opportunities and integration of digital resources.
- Collaborate with the Education Accreditation Lead to ensure courses support accreditation and quality assurance requirements where appropriate.
- Support the Commercial Development Manager by contributing to commercially sponsored educational activities and revenue-generating opportunities.

Quality Assurance and Continuous Improvement

- Ensure all courses and committee activities meet agreed quality standards and organisational objectives.
- Monitor delegate feedback and evaluation data to identify opportunities for improvement.
- Review operational processes regularly and implement improvements that enhance efficiency and learner satisfaction.
- Contribute to the ongoing development of the British College of Dermatology education portfolio.

Operational Support

- Manage enquiries relating to courses, committees and educational activities.
- Support CPD applications where required.
- Maintain accurate operational records, documentation and reporting.
- Provide operational advice and guidance to BCD Faculty, committee and working party group members.
- Contribute to wider Education Team projects and initiatives as required.

This list is not exhaustive, and your work may vary in nature depending on the changing needs and priorities of the association.

Person Specification

Qualification

- Degree level or equivalent
- Project management qualification or equivalent experience is desirable.

Experience

- Significant experience coordinating professional education courses, conferences or events.
- Experience supporting committees, working party or governance groups.
- Experience managing multiple projects simultaneously within agreed timescales.
- Experience working with senior stakeholders, subject matter experts and professional volunteers.
- Experience of improving operational processes and implementing forward planning systems.
- Experience within healthcare, medical education or membership organisations is desirable.

Knowledge and Expertise

- Strong understanding of event and course management.
- Knowledge of governance and committee administration.
- Understanding of CPD and healthcare education requirements.
- Awareness of quality assurance processes within professional education.
- Excellent organisational and administrative skills.

Skills and Behaviours

- Excellent project management and planning skills.
- Ability to manage competing priorities while maintaining attention to detail.
- Strong stakeholder engagement and relationship-building skills.
- Highly collaborative with excellent communication and influencing skills.
- Strong problem-solving ability and sound judgement.

- Commitment to continuous improvement and operational excellence.
- Ability to work independently while contributing positively to a collaborative team environment.

Success Measures

- Delivery of a high-quality, forward-planned programme of educational courses and events.
- Improved operational efficiency and reduction in reactive delivery.
- High levels of delegate, Faculty and committee satisfaction.
- Successful coordination of committees and governance processes.
- Increased contribution to commercially sustainable education activity.
- Strong collaborative working across the Education Team and Faculty.
- Delivery of education activities aligned with BAD strategic priorities and the continued development of the British College of Dermatology.

We are committed to being an inclusive and diverse organisation, and welcome applications from all sections of the community. Our organisation's ethos is to provide a supportive environment to coach and develop staff to meet their career goals, with a strong focus on wellbeing and promoting a healthy work-life balance. We provide:

- Access to a well-being service, covering physical, mental, and financial wellbeing
- Free life insurance
- Retail discount platform membership
- 37 days annual leave (28 days plus all bank holidays, and your birthday)

How to apply:

To apply, please email Ines Willis, Director of Education - ines@bad.org.uk with a CV and cover letter – unfortunately, we are unable to take forward applications without a cover letter.

The deadline for applications is 28th August 2026. Recruitment may close early if a suitable candidate is found.

We do not hold a UK Sponsorship License; candidates must be eligible to reside and work in the UK in their own right.

Please also note that we are unable to negotiate on the advertised salary, which is set using an organisation-wide salary structure. If your salary expectations are higher than the advertised role, please do not apply.

