
Job Description

Education & Training Coordinator (Outreach and Events)

Status:	Employed, Permanent
Hours:	Part-time (18 hours)
Payment:	£16,380 per annum
Reports to:	Head of Education & Training
Location:	Hybrid, with at least one day in the office

Job overview

The Education & Training Officer supports the Head of Education & Training in managing the delivery of the SAP's education and training programmes, and provides administrative support to the Education and Training Faculties to ensure an effective, coordinated and high-quality programme delivery. The role also leads on responding to queries regarding education and training.

Key relationships

- Head of Education & Training
- Director of Training
- Director of Education
- Education & Training Coordinator (Training)
- Librarian
- Facilities Officer
- Digital Comms Lead

Main Duties

- Organisation and planning
- Event organisation
- Marketing and communications
- Data management

General

- Provide administrative support to the Head of Education & Training, and as required, the Director of Training and Director of Education
- Respond to and keep track of external enquiries related to education and training
- Send out training information and application forms to enquirers.
- Provide support for Training Committee meetings
- Assist in the day to day running of the SAP and the office as appropriate, working closely with other SAP staff as required
- Occasional work outside of normal office hours may be required.

Organisation and planning

- Support the Head of Education & Training and Director of Education in producing a yearly Events Calendar
- Manage the SAP Events Calendar

Training application management

- Provide administrative support for the yearly application and selection process and distribute all application documents to members of the Training Committee and interviewers
- Liaise with referees and applicants as required
- Ensure all applicants have a current, valid DBS check and if not, assist applicants to obtain one once accepted on the training

Course preparation and support

- Liaise with and support Course convenors on proposals for educational courses and activities
- Set up and manage registrations for agreed activities and collate feedback
- Liaise with the Facilities Officer on the delivery of educational courses and events as required
- Assist trainees with miscellaneous activities like obtaining a mature student oyster card, NUS membership, council tax letters, etc.

Event organisation

- Organise the delivery of Training Workshops, Community Meetings, Open Afternoon, Induction Day, and yearly Trainee Progress Sub-Committee meetings
- Organise the delivery of the events in the Events Calendar

Marketing and communications

- Working with the Digital Comms Lead, promote the SAP trainings and events effectively to our target audience using all SAP digital communications channels

Data management

- Manage the database of trainees and education participants
- Collate and maintain trainee records including Seminar Leader, six-monthly patient reports, Supervisor reports, case presentation, Year One Paper. Ensure that appropriate information regarding the progress of trainees is made available to the Trainee Progress Sub-Committee and other appropriate officeholders, as necessary
- Input financial data into the Xero system as required on a regular basis

Person specification

Essential

Skills/Competencies

- Excellent written and verbal communication skills – ability to communicate with a wide range of stakeholders, and generate own correspondence
- Proactive, motivated and able to work on own initiative as well as in a team
- Flexible approach
- Ability to manage a varied workload
- Good IT skills and understanding of Microsoft Office

- Understanding confidentiality and its application

Experience

- Experience of coordinating meetings, events, courses or other activities
- Experience of maintaining databases, records and administrative systems
- Experience of responding to enquiries and providing a professional and helpful service

Desirable

Skills and Competencies

- Knowledge or experience of using website content management systems, including Moodle
- Familiarity with digital communications and social media platforms
- Good working knowledge of data protection and GDPR requirements
- Experience of using financial or accounting systems such as Xero
- Experience of using databases or CRM systems
- Ability to support the production of promotional and marketing materials

Experience

- Experience of supporting an application, recruitment or selection process
- Experience of working with committees or governance groups
- Experience of organising educational or professional training events

Qualifications

Desirable

- Degree or equivalent qualification
- Qualification or training in administration, events, education or communications

Terms of employment

The salary for this post is £16,380 per annum. This is a part-time post for 18 hours a week (excluding lunch breaks) to be worked between the core office hours of 9am-5pm Monday – Friday. Some work outside these times, including occasional Saturdays, may be necessary on occasion. The post is hybrid, with at least one day in the SAP's office in Swiss Cottage, London.

Normal leave entitlement is 25 days' annual leave (pro-rata) plus bank holidays and Christmas office closure. The SAP does not pay overtime but operates a time off in lieu policy.

Application process

To apply for this role please send a CV and a cover letter describing why you are interested in the role to recruitment@thesap.org.uk. Please note that we will only consider applications with a cover letter.

Closing date for applications: 9:00 AM on Monday 12 October 2026.

Interviews will be held on week beginning 19 October 2026.