

## Call for EFAD Education Officer

The European Federation of the Associations of Dietitians is seeking to recruit an Education Officer to manage the further development of the EFAD Learning Library.

The aim of the EFAD Learning Library 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 implement the [EFAD Learning Library Strategy 2022-2026](#), a strategic plan for delivering online education across Europe, mainly for dietitians at the post-graduate level.
2. To further develop and manage the EFAD Learning Library
  - a. to develop and manage EFAD Learning Library in cooperation with EFAD Education and Lifelong Learning Committee and office
  - b. to identify educational needs
  - c. to develop and manage 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
  - e. to plan and create new online courses, based on ongoing research of dietitians' needs, also in cooperation with partners and subject-specific Advisory Boards
  - f. to assist the experts to deliver quality learning materials
  - g. to ensure educational programs are effective and useful (creating and monitoring KPIs, taking actions to adapt & improve materials)
  - h. to plan and develop the business model
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 flag up any educational project which is not fulfilling contractual obligations or meeting deadlines and take/propose remedial actions

### **Competences required of the Education Officer**

#### **Essential:**

- 2+ Years of experience authoring online learning courses
- Vision on and experience with using new, engaging and interactive e-learning tools
- 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 ongoing production status updates to the project team, including any predictable barriers impacting the 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
- 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.

### **Terms and Conditions**

1. This role 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. The successful candidate will be informed & appointed
8. The decision of the EFAD Executive Committee will be final and no correspondence will be entered into
9. EFAD reserves the right to contact only selected candidates

**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:

Wineke Remijnse, EFAD Executive Director [secretariat@efad.org](mailto:secretariat@efad.org) by 15 January 2023