THE ROYAL COLLEGE OF OCCUPATIONAL THERAPISTS

**JOB DESCRIPTION**

**Job Title: Education liaison officer– pre-registration**

**Accountable to/Responsible to: Education Manager– pre-registration**

**Purpose of post:** 1 To raise awareness of the value of all aspects of membership with occupational therapy pre-registration students and relevant stakeholders, promoting membership as a key element of becoming an occupational therapy professional.

2 To create effective links with HEIs and occupational therapy educators to raise and promote awareness of the contribution of the activity and multiple resources of the professional body in relation to pre-registration occupational therapy education.

1. Actively maintain and develop effective communication between RCOT and its student members and provide a student perspective to inform the work of the team/ Royal College.

Liaise with RCOT staff to enable them to understand and support the student journey.

Main Duties

**Student Services**

1. Work with Universities across the UK, and within the allocated budget, to deliver student recruitment and retention visits and presentations, identifying relevant staff to contribute a University perspective on the utilization of RCOT resources in the delivery of their pre-registration programmes and individual professional development.
2. Develop student recruitment marketing materials and contribute to the provision of learning resources to support the recruitment activity for OT students.
3. Work across the student pathway to encourage the take-up of student RCOT membership and conversion to full member status on graduation, promoting the value of professional body membership.
4. Maintain and develop links with the RCOT student membership across education providers to ensure effective communication between the Royal College and student members (both as individuals and as groups).
5. Work with occupational therapy educators to raise awareness of the range of RCOT resources that pre-registration student members can access to support their learning and the delivery of evidence-based practice.
6. Use social media/technology effectively to promote communication with and between RCOT student members and to promote the advantages of becoming student members of the Royal College.
7. Work to achieve objectives stated within the annual team core plan and the student recruitment strategy, liaising with colleagues from the Education and Research Team and more broadly across the Royal College as appropriate.
8. Work collaboratively with other members of the Pre-registration Education Team to facilitate and support the active engagement of student members as delegates and presenters at the Annual RCOT Conference.
9. Take lead responsibility for organising the student fringe meeting at the RCOT annual conference, under the supervision of members of the Education Team and ensure that free pre-registration student places at conference are utilised effectively for the requirements of the students, their universities and RCOT.
10. Contribute a student and new graduate perspective to the design and development of resources.
11. Provide timely and accurate written reports, presentations and publication items as required.

# **General organisational / administrative**

# Work closely with other members of the Education and Research Team and others in creating a seamless service to members and education providers. Undertake to deal appropriately with member and non-member enquiries, particularly those related to responsibilities of this role.

1. Attend staff and team meetings as required.
2. Ensure that all personnel policies and procedures, standing financial instructions, quality and customer care protocols and Health and Safety at Work Regulations are complied with.
3. Bring to the attention of the Facilities Manager any actual or potential health and safety issues at the earliest opportunity, to allow remedial action to be taken.

# **Self-Development**

1. Identify appropriate training and development needs and attend relevant internal and external training that enable the effectiveness of this role.
2. You will retain a reflective approach to your own occupational engagement in your work role, and identify how the knowledge, skills and experience you gain are transferable into future practice roles.
3. To comply with the annual appraisal programme.
4. To carry out any other duties as may reasonably be requested in pursuance of the post.

All job descriptions will be reviewed periodically in conjunction with the post holder.

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# **Person Specification Education Officer – pre-registration liaison**

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|  | Essential  | Desirable |
| Education and Experience |  |  |
| Occupational Therapy Qualification at BSc (Hons) 2:1 minimum (or Equivalent)  | √ |  |
| Master’s level pre or post-registration qualification |  | √ |
| Skills and Knowledge Required |  |  |
| An excellent understanding of how membership of RCOT supports OT students through their qualification and future career | √ |  |
| Previous experiences of project management. Possess a proven ability to organise and complete project work to deadlines. | √ |  |
| Proven experience of report writing. Excellent communication skills, both verbal and written. | √ |  |
| Experience of writing for publication. |  | √ |
| Demonstrate an ability to make presentations to a variety of groups | √ |  |
| Excellent negotiating skills | √ |  |
| Evidence of influencing change |  | √ |
| Ability to work both autonomously and as part of a team | √ |  |
| Experience of using social media communication tools | √ |  |
| Detailed working knowledge and experience of Microsoft Word, Outlook and Power point | √ |  |
| Personal Qualities |  |  |
| Current RCOT member | √ |  |
| Previous engagement in RCOT activity |  | √ |
| Person with enthusiasm, imagination and a passion for the profession | √ |  |
| Strategic thinker and influencer | √ |  |
| Willing to travel throughout the UK | √ |  |