



Learning and Development Manager

AMEE, the international association for health professions education, is growing. Known globally for its membership community, portfolio of educational products and resources, and industry-leading annual conference, AMEE is in an exciting period of development. Building on its existing services and unrivalled reputation, it is entering a period of strategic expansion, cementing its place as the primary membership association for all those involved in the education of healthcare professionals.

At AMEE our vision and mission are clear. We exist to promote and inspire excellence, collaboration, and scholarship across the continuum of health professions education and to transform healthcare for all through excellence in education and scholarship. Ultimately, improving patient outcomes and experience.

Established 50 years ago, AMEE is now entering its next phase of evolution and we are looking for skilled, resourceful and committed professionals to be part of this development. You will join our small and talented staff team, helping us to implement our strategy across all parts of our organisation. We are looking for individuals for a number of roles at different career stages and in different disciplines to help us continue to Connect, Grow and Inspire.

Job title: Learning and Development Manager

Reports to: Head of Education

Salary: £37,000

Location: Remote - UK

Full time

Direct reports: 2 x Learning & Development Officers

Job Overview

The Learning and Development Manager will drive the development and delivery of AMEE Courses, on time, to high professional standards, aligned with organisational goals. This is a managerial role responsible for the day to day supervision of a small team, including freelance support, and will ensure the ongoing development and smooth running of both new and

existing courses.

There will be a requirement for operational input to the design and delivery of courses as this is a small function; however managerial oversight is required in every aspect of the role.

Key Accountabilities

Course Development

Education Delivery

Quality Assurance and Feedback

Management and Development of Team

Managing Relationships

Course Development

- Take responsibility for overseeing the creation and updating of training modules for health professions educators.
- Ensure content aligns with educational best practices and meets professional standards for adult learning and continuous professional development (CPD).
- Work with subject matter experts and the content development team to incorporate the latest evidence, guidelines, and research into training materials.

Education delivery

- Manage the operational aspects of training courses and webinars, including scheduling, participant registration, and troubleshooting logistical issues
- Monitor course delivery to ensure a smooth and professional learning experience for participants.
- Maintain up-to-date records of course materials, participant progress, and feedback.

Quality Assurance and Feedback

- Work with the AMEE team, tutors and stakeholders to develop and maintain appropriate quality control processes for all ESME courses and ensure that course materials are high quality, current and accessible.
- Manage all AMEE and ESME course accreditation processes with relevant academic bodies.
- Gather and analyse feedback from course participants to inform future improvements.
- Implement continuous improvement processes to enhance training effectiveness and participant satisfaction.
- Prepare appropriate, accurate and timely reports, publications and promotion material as required.

Management and Development of Team

- Identify and recruit suitable course tutors for online and onsite course delivery

- Supervise the Learning and Development Officers and freelance support on a day-to-day-basis to ensure the efficient delivery of AMEE’s education initiatives.
- Coordinate team activities to ensure deadlines and quality standards are met.
- Foster a collaborative, positive team environment and promote professional development within the team.
- Devote appropriate time to development, training or coaching of staff and provide structured feedback to staff at appropriate times.
- Be aware of current capabilities and performance of staff and maximise opportunities for staff to aspire to.
- Keep up to date with Health & Safety procedures to maintain the security and safety of staff.

Managing Relationships

- Work closely with the Head of Education to ensure training modules support organisational objectives.
- Liaise with external partners, faculty, and other stakeholders to ensure training materials are relevant and reflective of current needs in health professions education.
- Attend, participate, and contribute to meetings and events, ensuring appropriate up to date information is communicated and acted upon.
- Communicate with internal teams to ensure the smooth integration of new training modules into the existing educational portfolio.
- Build and maintain strong working relationships with AMEE Senior Management Team to optimise support in delivering first class service.
- Anticipate and fulfil the needs of people who engage with AMEE in a successful manner where appropriate.
- Fully understand the many facets of the association and structure to value different requirements and act with diplomacy to achieve the best possible outcome.

Key Skills and Competencies:

Essential

- Bachelor's degree in Education, Health Education, Learning and Development, or a related field (Master's degree preferred), or substantive professional experience.
- Minimum of 3 years' experience in a managerial role within education, training, or development.
- Strong understanding of adult learning principles.
- Excellent project management, organisational, and problem-solving skills.
- Strong leadership and interpersonal skills, with the ability to motivate and develop a team.
- Ability to manage multiple tasks simultaneously and prioritize workload effectively.
- Strong verbal and written communication skills.
- Proficiency in using educational technology and learning management systems (LMS).

Desirable

- Experience in the health professions education and/or professional association sectors
- Knowledge and experience of the Scottish Qualifications Authority framework and accreditation scheme

Benefits of working with AMEE

- 5% Pension Contribution.
- One day paid volunteering day each calendar year.
- Access to an Employee Assistance Programme.
- Membership of Medicash - one of the leading UK's leading health cash plan providers. Benefits include: contribution to dental care, tests and scans, alternative & complimentary therapies, payment for flu jabs, access to a virtual GP and a range of discounts and helplines.

To apply, please send a CV and covering letter, outlining why you are interested in the role and why you believe you are suitable for it, and your contact details to recruitment@amee.org

For a confidential discussion about the role please contact Claire MacRae, Head of Education cmacrae@amee.org