

Job Description: eLearning Manager

Last updated: January 2025

Job Title:	eLearning Project Coordinator
Reporting to:	Professional Development Manager. Oversight from Head of Commercial Operations
Responsible for:	Project management of the creation of a training platform for eLearning modules in the area of pharmacogenomics regulation
Grade:	
Contract:	1-Year Fixed-Term Contract, 0.5 FTE

Overall objective of the job

The British Pharmacological Society is recruiting an eLearning Project Manager for a 1-year project focused on developing an eLearning platform, and set of training modules to support the education of regulatory professionals in pharmacogenomics.

This role is part of a new project funded by Innovate UK, contributing to the establishment of the Centre for Excellence in Regulatory Science and Innovation in Pharmacogenomics (CERSI-PGx). Led by the University of Liverpool, the initiative involves collaboration with Queen Mary University of London, Manchester, Bangor, JS O'Brien Solutions Ltd, Alderley Lighthouse Labs Ltd, and The Office of Health Economics.

CERSI-PGx is working with regulators (MHRA) and the NHS to develop practical guidelines for integrating pharmacogenomics into clinical practice. The project covers five key areas:

- Developing regulatory guidance
- Advancing pharmacogenomic testing
- Creating education and training materials
- Exploring health economics
- Engaging patients and the public

The eLearning Project Coordinator will work closely with stakeholders at the University of Liverpool and Queen Mary University of London to support the development and delivery of education and training materials.

If you are a detail-oriented project manager with a passion for healthcare innovation and digital learning, we'd love to hear from you.

Main tasks and responsibilities

Key Responsibilities

Project Management

- Oversee the development of eLearning course content and platform implementation with subject matter experts.
- Develop and maintain a comprehensive project plan, including timelines, budgets, and KPIs.
- Coordinate regular project meetings, providing updates and progress reports to stakeholders.
- Manage administrative tasks such as scheduling, documentation, and action tracking.

Platform Implementation & Coordination

- Work with the Society's technology supplier to develop, configure, test, and launch the eLearning platform.
- Oversee the migration of new eLearning content, user management, and troubleshooting within the Learning Management System (LMS).
- Collaborate with internal and external teams to develop branding and marketing for the new eLearning materials.

Content Development & Stakeholder Coordination

- Liaise with subject matter experts at partner institutions to ensure timely content development and adherence to technical specifications.
- Act as the primary point of contact between the British Pharmacological Society, CERSI project leadership, the LMS provider, and external vendors.
- Ensure all content meets educational design standards, accessibility guidelines, and compliance requirements.
- Gather user feedback and usage data to refine content and improve the learning experience.

Risk Management

- Identify potential project risks and implement mitigation strategies.
- Maintain a risk register and work with the technology supplier to resolve technical challenges.

Essential skills:	<ul style="list-style-type: none"> • Excellent organisation, prioritisation and administrative skills. • Ability to manage multiple projects and stakeholders at once. • Adaptable to work environment changes, manages competing demands and can deal with frequent change, delays or unexpected events
Experience:	<ul style="list-style-type: none"> • Project management skills for the successful completion of eLearning projects • Experience of working with eLearning and eAssessment, ideally in the healthcare sector • Previous work with graphic designers, programmers and external software companies
Behavioural competencies:	<ul style="list-style-type: none"> • Effective self-motivation. • Good communicator, written and oral. • Excellent teamwork and relationship building skills. • Adaptable and flexible to • Ability to prioritise and plan work activities, use time efficiently and develop realistic action plans and work to deadlines

Our vision

A world in which pharmacology and therapeutics drive and support progress in science, medicine and healthcare, for the benefit of all in Society.

Our purpose

To promote and advance all disciplines of pharmacology in the discovery, development and use of medicines.

Our values

INCLUSIVE:

We use our resources to help create a socially just world. We welcome and support pharmacologists at all stages of their careers and create a home for them to connect and collaborate with our team and each other.

NURTURING:

We provide a supportive environment that celebrates achievements, creates opportunities, and provides encouragement when things don't go to plan.

PROFESSIONAL:

We work with integrity, using evidence and the expertise of our members to ensure we are the trusted voice of pharmacology.

BOLD:

We are innovative and forward thinking. Pharmacology and therapeutics are evolving, and it is our responsibility to define, redefine and advance these disciplines.

