



BASICS Education Scotland

BASICS Scotland, Course / Event Co-ordinator

Based in Aberuthven, Perthshire

Salary: £19,945 - £21,947 Based on experience

Full-Time (37.5 hours)

BASICS Scotland was established in 1995 to provide high quality immediate care training to health professionals in Scotland. We provide a variety of educational courses including immediate medical care courses, pre hospital paediatric care courses, major incident courses and emergency medicine courses.

BASICS Scotland receives funding from NHS Education Scotland (NES) to provide immediate care courses to health professionals working in remote and rural areas of Scotland.

We are currently looking to recruit a Course / Event Co-ordinator. The post holder will take a lead role in the organisation and administration of all courses, as well as in the organisation of our Annual Conference, that is held in September.

The post holder will have responsibility for:

- Organisation and administration of all courses.
- Identifying and booking suitable venues and negotiating contracts to ensure best value to the organisation.
- Booking candidates and faculty on courses and ensuring all course materials are sent within required timescales.
- Ensuring all course income has been received and invoices issued.
- Keeping databases up to date and producing course statistics as required.
- Facilitating on courses, both weekdays and weekends (on a rota basis).
- Assisting in the organisation of the BASICS Scotland Annual Conference including organising conference committee meetings, liaising with sponsors and processing speaker and delegate bookings.

The successful candidate should be educated to HNC level or have demonstrable equivalent experience in administration or events co-ordination. You will have excellent organisational skills and a working knowledge of Microsoft Office, in particular Outlook and Excel. This is an exciting opportunity to join our organisation and be part of a small dynamic team.

Please submit CV to Lorna Duff at lduff@basics-scotland.org.uk or via post to the address below.

Closing date: Friday, 27th March 2020

BASICS Education Scotland

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Company Limited by Guarantee: SC226924
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www.basics-scotland.org.uk