



**British Society
of Echocardiography**



British Society of Echocardiography

Accreditation Officer

c£35,000 plus generous pension

London and hybrid – 2 days in the office, including a Wednesday for team meetings

Full time

The Society is a registered charity and is administered by an elected Trustee Board and Advisory Council. Membership is open to everyone associated with echocardiography, including cardiac physiologists, clinical scientists, cardiologists, anaesthetists and intensivists, and currently stands at over 5,500 members.

BSE accreditation is a formal process available to our members, designed to ensure that high standards of clinical echocardiography are met and maintained for the benefit of patients. The BSE Accreditation process is recognised as world-leading, and it is essential that the highest standards are set and upheld by the Accreditation Department. The BSE Accreditation Officer, collaborating closely with the Accreditation team, is responsible for managing all administrative procedures related to the BSE accreditation.

The Accreditation Officer will act as the main contact for all BSE Accreditation-related matters and will collaborate with the BSE Accreditation Manager, Accreditation and Operations Coordinator, Accreditation Chairs, the Committee, and office staff to ensure consistency and high standards of work.

The post holder will be responsible for the effective management of BSE personal accreditation, with specific duties for organising and delivering practical assessments. The assessments take place on weekends and across the United Kingdom. The post holder will work closely with the Accreditation and Operations Coordinator and the Accreditation Manager to carry out various accreditation projects.

Delivering to a high standard, they will possess strong organisational skills and be adept at multitasking. The ability to prioritise their workload effectively and respond to challenging situations professionally and promptly is essential for success in this role.

Closing date: 31st August at Midnight – however applications are considered on a rolling basis

Interviews: w/c 8th August

Apply online www.nfpconsulting.co.uk

Application is by way of CV with a Supporting Statement.

Please write a personal statement of **not more than 3 pages** of A4 (in minimum of Calibri pt 12 font) which covers:

- Why you are interested in this job
- Your experience, knowledge, skills, abilities and attitude in relation to the person specification

Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore, we suggest that you use the points in the person specification as headings and give ***specific examples*** to demonstrate how you fulfil each of the items of the person specification. It is insufficient simply to repeat what it says in the person specification.

If you do not follow these instructions your application will not be short-listed.

Job description

TITLE:	Accreditation Officer
ORGANISATION:	British Society of Echocardiography (BSE)
HOURS:	35 hrs/wk plus up to 6 weekends compensated with TOIL
SALARY:	c£35,000 (flexible- depending on experience)
ANNUAL LEAVE:	25 days per annum (excl. Bank Holidays)
OTHER BENEFITS:	Pension scheme (9% employer contribution) Access to the Employee Assistance Programme
RESPONSIBLE TO:	BSE Accreditation Manager
ACCOUNTABLE TO:	BSE CEO
WORKS CLOSELY WITH:	BSE Chair of Accreditation BSE Accreditation Committee BSE Assessors BSE Office Team

THE ORGANISATION

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JOB CONTEXT

BSE accreditation is a formal process available to our members, designed to ensure that high standards of clinical echocardiography are met and maintained for the benefit of patients. The BSE Accreditation process is recognised as world-leading, and it is essential that the highest standards are set and upheld by the Accreditation Department. The BSE Accreditation Officer, collaborating closely with the Accreditation team, is responsible for managing all administrative procedures related to the BSE accreditation.

Purpose and Scope:

The Accreditation Officer will act as the main contact for all BSE Accreditation-related matters and will collaborate with the BSE Accreditation Manager, Accreditation and Operations Coordinator, Accreditation Chairs, the Committee, and office staff to ensure consistency and high standards of work.

The post holder will be responsible for the effective management of BSE personal accreditation, with specific duties for organising and delivering practical assessments. The assessments take place on weekends and across the United Kingdom. The post holder will work closely with the Accreditation and Operations Coordinator and the Accreditation Manager to carry out various accreditation projects.

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Major Duties & Responsibilities: This list is not exhaustive.

1. A secondary point of contact for those seeking information about the BSE Accreditation process and candidates currently pursuing accreditation.
2. Provide regular and detailed updates to the BSE Chair of Accreditation, BSE Accreditation Manager and other Office staff on accreditation matters as necessary using clear lines of communication.
3. Manage the entire practical assessments project, including but not limited to;
 - a. Advising candidates of the process, requirements and timelines.
 - b. Work within the BSE logbook portal to ensure submissions, allocations and issues are actioned in a timely manner, identify and highlight any potential development areas that arise. Liaise with logbook markers to achieve timely outcomes for candidates.
 - c. Organise the practical assessment days including – liaising with the venue regarding logistics, ensure and manage assessor attendance. Oversee hotel, travel and food arrangements for staff and assessors, ensure correct BSE equipment is collated and shipped to the venue.
 - d. Ensure BSE technical equipment meets regulatory requirements and is suitable for assessment purposes.

- e. Attend all practical assessments as a key point of contact on the day(s) for assessors, candidates and BSE staff.
 - f. Manage exam registrations, waiting lists, cancellations, processing of results and resubmissions.
4. Support with written exams, examiner recruitment, assessor workshops, accreditation clinics, manage the reward and credit records and any other general enquiries.
 5. Web content management and updating accreditation data online, setting up online events, including committee meetings.
 6. Ensure all members are advised of forthcoming deadlines for accreditation, providing all necessary information required by the members within a time-appropriate scale.
 7. Maintain accurate and transparent monitoring systems of all candidates and examiners through their accreditation and training journey.
 8. Process and record all paperwork relating to the accreditation process, ensuring documents are clearly labelled and filed for easy retrieval.
 9. Attendance and organisation of events, meetings and conferences as required with overnight stays. Weekend work is required (up to 9 weekends in a year), TOIL or paid time is given in return.
 10. Attendance at and support committee meetings, which can be held in the evenings.
 11. Adhere to and comply with the provisions of the BSE Health & Safety Policy.
 12. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing Equal Opportunities and Staff Rights and Responsibilities.
 13. Any other duties that may be reasonably expected and commensurate with the post's level.

Person Specification

General and Professional Education	Application	Interview
<i>Essential</i>		
Good standard of secondary education (GCSE's etc.) and higher education (A-level or equivalent)	✓	
Technical Competencies	Application	Interview
<i>Essential</i>		
Is proficient in the use of advanced features of Microsoft Office 365, including the creation of workbooks with formulae, data analysis and other digital tools	✓	✓
Experience and knowledge of email, mailshots, website operations and social media	✓	✓

Experience with IMIS or other CRM Systems	✓	✓
Experience in Project Management	✓	✓
Experience in Diary Management	✓	✓
Experience in managing multiple inboxes	✓	✓
Experience in taking notes from meetings (minute taking)	✓ ✓	✓ ✓
<i>Desirable</i>		
Some knowledge of the NHS	✓	✓
Experience in streamlining and developing practice	✓	✓
Experience working within a professional body or charity	✓	✓
Experience in data analysis and reporting	✓	✓
Experience in regulations and standards	✓	✓
General Competencies	Application	Interview
<i>Essential</i>		
Prioritises effectively, reviewing frequently to adjust as appropriate, and collaborating with others if necessary.	✓	✓
Ability to deal with unsatisfied members professionally and calmly	✓	✓
Excellent organisational and project management skills	✓	✓
Good attention to detail	✓	✓
Takes a methodical approach to work, which can be relied upon to achieve the optimum possible results	✓	✓
Communicates openly and regularly with colleagues (both internal and external) to keep them informed about relevant issues.	✓	✓
Proactive in day-to-day work and able to work effectively with limited supervision	✓	✓
Professional telephone and email manner	✓	✓
Good time management skills	✓	✓

ADDITIONAL INFORMATION:

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to cooperate with BSE executive officers to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998.

Equal Opportunities

The BSE welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgmental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the BSE office must attend training identified by their manager, or stated by the BSE to be mandatory. The BSE uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for members and staff. All staff are expected to become familiar with these systems and use them.

Information Management/Data Quality

The post holder must ensure that BSE records are documented, secured, stored and disposed of appropriately.

Travel to other sites

You will be required to travel to other locations, this will involve weekend working and overnight stays for which TOIL can be claimed or paid time.

Smoking Statement

Smoking is not permitted on any premises or grounds managed, leased or owned by the BSE.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade.

Job Description was updated on 14 July 2025

Agreed By: Jo Sopala, CEO, Jo Vashishta, Accreditation Manager & Louise Hart, Head of Finance, HR & Systems

How to apply

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Accessibility

Please let us know if you have any specific requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not affect the selection process.