



**British Society  
of Echocardiography**

**Accreditation Officer**

**Candidate Brief**

**February 2026**



## Welcome

Thank you for your interest in our Accreditation Officer role, it is good to meet you.

The British Society of Echocardiography is a highly engaged member organisation which represents clinical echocardiography professionals working at all levels and in all areas of the field. Our aim is to provide our members with the necessary education and professional support to deliver the highest standard of care in echocardiography.

The foundation of our work is our accreditation programme. It is what ensures people who practice in the UK do so safely and it is recognised as world leading. We accredit approximately 500 people a year and so our accreditation team play a pivotal role, not just in our work, but in peoples' careers and in patient safety. The success of our accreditation programme relies not just upon the accreditation team but also on an army of volunteers who give their clinical expertise and time freely. Our exam days are held at weekends in hospital settings and I promise you, are the most uplifting occasions. Time and again our candidates leave telling us they enjoyed the experience – and that is what we aim for!

Our new Accreditation Officer will be someone who enjoys working with people, is highly organised, has an eye for detail and can prioritise their work. An aptitude for event or project planning will also be an advantage. Does this sound like you?

I joined the organisation in 2019, when we had only 5 staff. We are now a close-knit team of 10 and are seeking a hands-on Accreditation Officer that understands the mechanics of working within a small organisation, with competing and evolving priorities.

As Chief Executive Officer, I pride myself on being a leader who works alongside my team as well as offering individuals the opportunity to enhance their own personal and professional development. Whilst we are a small organisation which doesn't necessarily have a defined career progression pathway, we look to develop people, making the most of their strengths and providing opportunities to progress and grow. We are a collaborative organisation, with our values at our core and would love to welcome you to join us as we continue to expand.

If you enjoy being part of a busy and fun team and are committed to making a difference in an organisation which has genuine impact, please get in touch. I very much hope that you feel encouraged to apply and look forward to hearing from you.

**Jo Sopala**  
**Chief Executive Officer**

## About us

The British Society of Echocardiography represents clinical echocardiography professionals and our aim is to provide our members with the necessary education and professional support to deliver the highest standard of care in echocardiography. We achieve this by providing accreditation and education and working with the echo community to meet their needs.

The Society is a registered charity and is administered by a Board of Trustees supported by the Advisory Council. Membership is open to everyone associated with echocardiography including cardiac physiologists, clinical scientists, cardiologists, anaesthetists, intensivists, and others and currently stands at over 5700 members.

For more information about us please visit our [website](#)

Our latest annual accounts can be downloaded [here](#)

### British Society of Echocardiography Fellows



## Vision

People requiring an echocardiogram will have prompt access to high quality echo services, delivered by accredited specialists, wherever they live in the UK. The echo community will feel supported and enabled to provide such services as a result of the work of the Society.

## Mission

The British Society of Echocardiography is committed to promoting the highest standards of care and supporting our members to deliver high quality echo services.

## Values

- Passionate about excellence in echo care
- Professional, transparent, ethical
- Member-driven, collaborative, inclusive

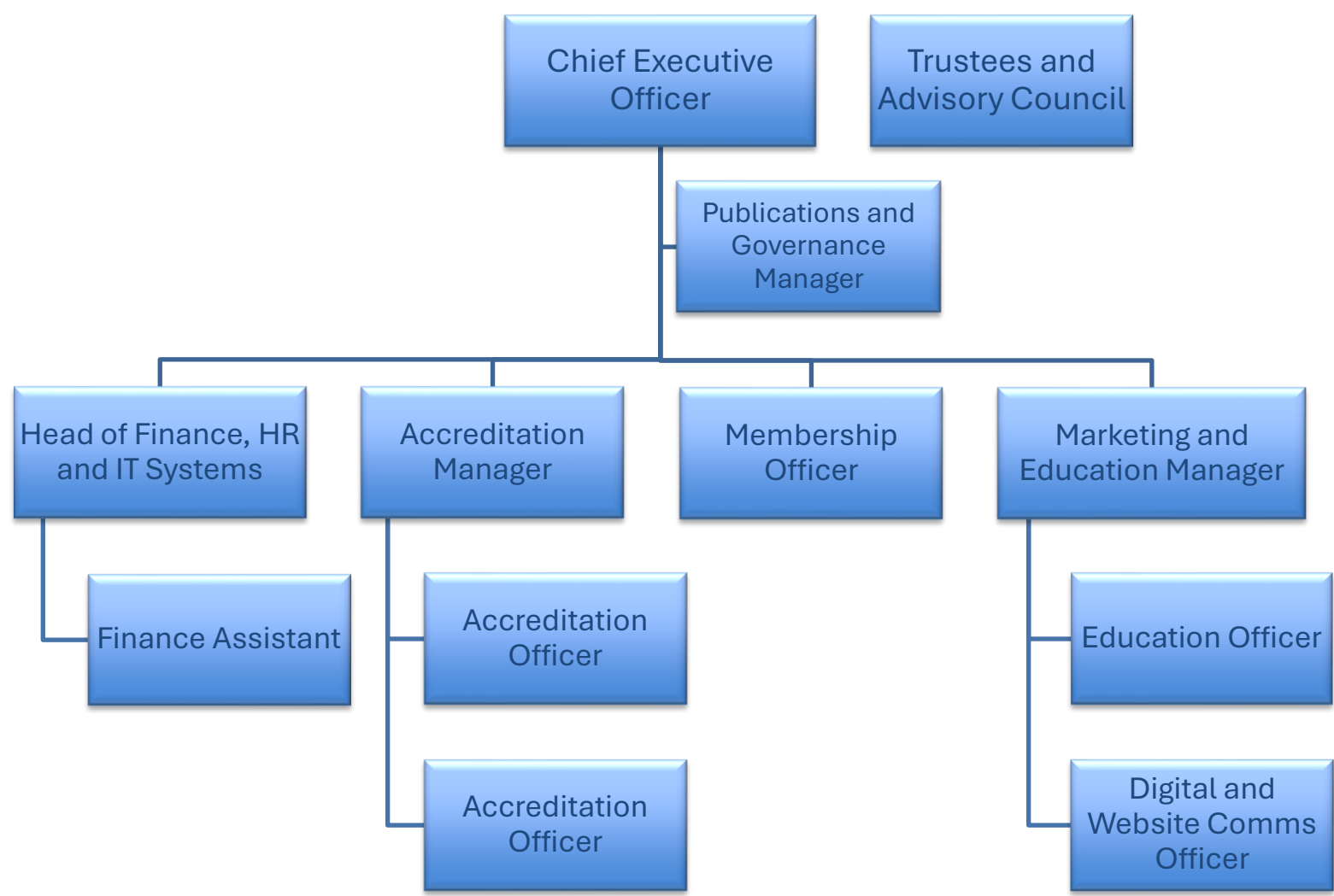
## Mission statement

The protection and preservation of health and the effective relief of sickness by; the advancement of education and training and the promotion of best practice in echocardiography in relation to the diagnosis and treatment of heart disease promoting high standards of professional competence in echocardiography for the protection and benefit of the public providing or facilitating training for those involved in the practice of echocardiography.

To advance, promote and carry on study and research into echocardiography and to disseminate the useful results of any such research, within the United Kingdom and the Republic of Ireland.



# Organogram



# Job Description

<b>TITLE:</b>	<b>Accreditation Officer</b>
<b>ORGANISATION:</b>	British Society of Echocardiography (BSE)
<b>HOURS:</b>	35 hrs/wk plus up to 7 weekends compensated with TOIL
<b>SALARY:</b>	£35,000 p.a.
<b>ANNUAL LEAVE:</b>	25 days per annum (excl. Bank Holidays)
<b>OTHER BENEFITS:</b>	Pension scheme (9% employer contribution) Access to the Employee Assistance Programme
<b>RESPONSIBLE TO:</b>	BSE Accreditation Manager
<b>ACCOUNTABLE TO:</b>	BSE CEO
<b>WORKS CLOSELY WITH:</b>	BSE Chair of Accreditation BSE Accreditation Committee BSE Assessors BSE Office Team

## THE ORGANISATION

The Society is a registered charity, administered by an elected Trustee Board and an Advisory Council. Membership is open to everyone associated with echocardiography, including cardiac physiologists, clinical scientists, cardiologists, anaesthetists and intensivists, and currently stands at over 5,700 members.

## 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 Accreditation Department sets and upholds the highest standards.

The BSE Accreditation Officer, collaborating closely with the Accreditation team, is responsible for managing all administrative and operational procedures related to the BSE accreditation.

## Purpose and Scope:

The Accreditation Officer will act as one of the main contacts for all BSE Accreditation-related matters and will collaborate with the BSE Accreditation Manager, Accreditation team, as well as the Chairs, assessors, and office staff to ensure consistency and high standards of work. The post holder will be responsible for the effective joint facilitation of BSE personal and departmental accreditation, including organising and delivering written examinations and practical assessments. These assessments occur on weekends across the United Kingdom and potentially in some overseas locations. The role also involves providing support for all



applications related to both accreditation streams, ensuring they are handled in a timely, accurate, and consistent manner at every stage of the accreditation process. The post holder will collaborate closely with the Accreditation Officer and the Accreditation Manager on various accreditation projects.

Delivering to a high standard, they will possess strong organisational skills and be skilled at multitasking. The ability to prioritise their workload effectively and respond to challenging situations professionally and swiftly is essential. The role involves collaborative work on intricate projects. Strong communication skills are crucial for success in this role.

**Major Duties & Responsibilities: This list is not exhaustive.**

1. A primary 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. Facilitate the written examinations and 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. Processing accreditation applications (reaccreditation, extensions, endorsements and points).
5. Support with examiner recruitment, assessor workshops, accreditation clinics, manage the reward and credit records and any other general enquiries.

6. Web content management and updating accreditation data online, setting up online events, including committee meetings.
7. Ensure all members are advised of forthcoming deadlines for accreditation, providing all necessary information required by the members within a time-appropriate scale.
8. Maintain accurate and transparent monitoring systems of all candidates and examiners through their accreditation and training journey.
9. Process and record all paperwork relating to the accreditation process, ensuring documents are clearly labelled and filed for easy retrieval.
10. Attendance and organisation of events, meetings and conferences as required with overnight stays. Weekend work is required (up to 7 weekends in a year), a combination of TOIL and paid time is given in return.
11. Attendance at and support committee meetings, which can be held in the evenings.
12. Adhere to and comply with the provisions of the BSE Health & Safety Policy.
13. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing Equal Opportunities and Staff Rights and Responsibilities.
14. Any other duties that may be reasonably expected and commensurate with the post's level.



# Person Specification

General and Professional Education	Application	Interview
<p><b>Essential</b></p> <p>Good standard of secondary education (GCSE's etc.) and higher education (A-level or equivalent)</p>	✓	
Technical Competencies	Application	Interview
<p><b>Essential</b></p> <p>Is proficient in the use of advanced features of <b>Microsoft Office 365</b>, including the creation of workbooks with formulae, data analysis and other digital tools</p> <p>Experience and knowledge of email, meeting invitations (via Teams), mail merge, website operations and social media</p> <p>Experience with IMIS or other CRM Systems</p> <p>Experience in Event Management</p> <p>Experience in Diary Management</p> <p>Experience in managing multiple inboxes</p> <p>Experience in taking notes from meetings (minute taking)</p> <p>Stakeholder engagement experience</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Desirable</b></p> <p>Some knowledge of the NHS</p> <p>Experience in streamlining and developing practice</p> <p>Experience working within a professional body or charity</p> <p>Experience in data analysis and reporting</p> <p>Experience in regulations and standards</p> <p>Some project management experience</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

General Competencies	Application	Interview
<b>Essential</b>		
Prioritises effectively, reviewing frequently to adjust as appropriate, and collaborating with others if necessary.	✓	✓
Ability to deal with unsatisfied members professionally and calmly	✓	✓
Excellent communication, 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	✓	✓
Proven experience in working collaboratively and event planning	✓	✓

#### **Additional information:**

#### **Reflecting our team values**

We are a strong cohesive team which provides an excellent service to our members. We are:

- Professional
- Passionate
- Accessible
- Supportive
- Inclusive and always act with integrity

#### **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 co-operate 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 General Data Protection Regulations.

**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 always aim to provide a non-judgmental service.

**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 which will be compensated through TOIL.

**General**

Requirement to attend and support the annual conference (generally the second Thurs, Fri and Sat in October). Compensated by a combination of TOIL and paid time.

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.

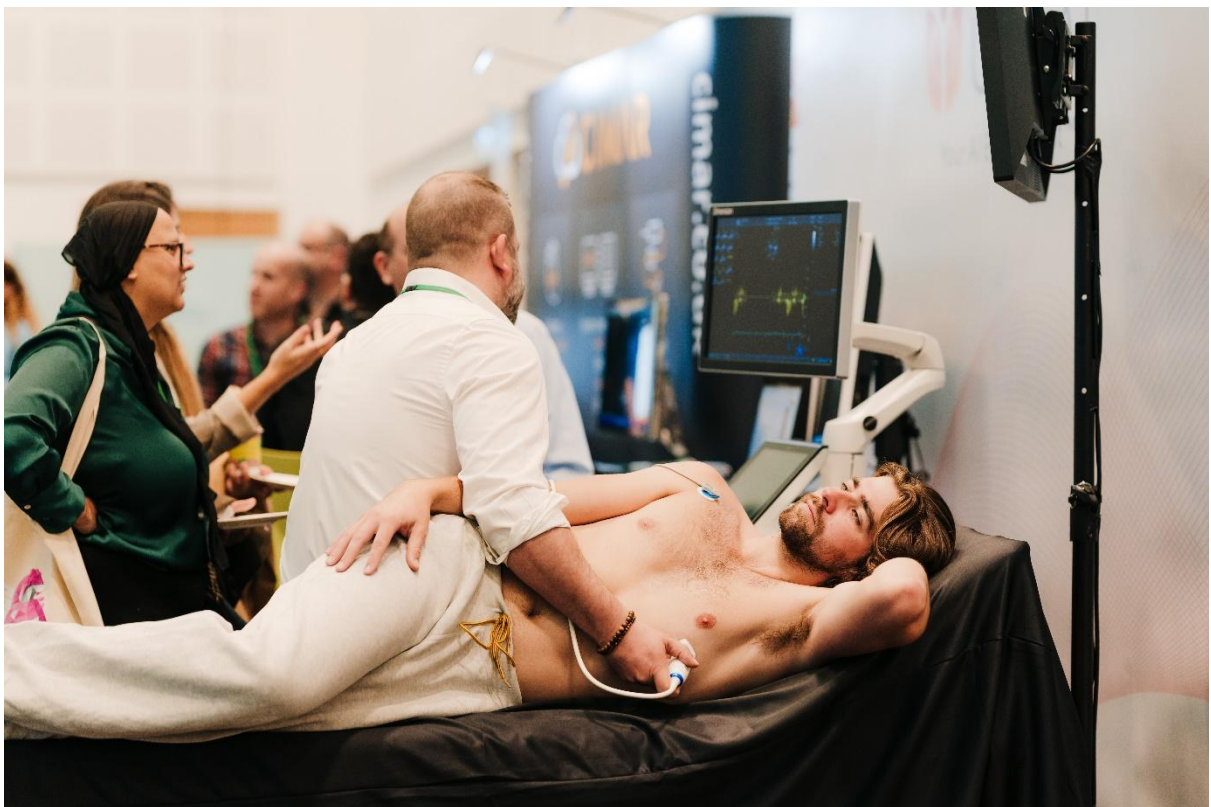
# What we can offer you

## Annual leave

25 days (excl. Bank Holidays) (pro-rated) increasing to 27 days after 5 years' service

## Other benefits

- 9% non-contributory pension.
- Access to the Employee Assistance Programme
- An opportunity to shape your own role in a thriving, ambitious organisation.
- The chance to work in a collaborative, supportive environment which is committed to development.





## How to apply

Application is by way of a CV and a Supporting Statement which highlights why you are interested in the role and charity and how your experience fits the needs of the charity as set out in the person specification.

Please also outline your requirements in terms of office presence and hours sought when submitting your application.

**Closing date:** Sunday 8<sup>th</sup> March, at Midnight

Apply online at <https://nfpconsulting.co.uk/jobs>

## Selection and timescales

There will be a two-stage selection process.

**First interview:** 17<sup>th</sup> /19<sup>th</sup> March - virtually

**Final interview:** 24<sup>th</sup> March - in person

To arrange an informal and confidential discussion about the role, please contact our strategic recruitment partner:

Vikki Park, Principal Consultant, NFP Consulting

E: [vikki.park@nfpconsulting.co.uk](mailto:vikki.park@nfpconsulting.co.uk)

## Accessibility

If you require reasonable adjustments at any stage of the recruitment process, including accessing a copy of the recruitment pack in large print or an alternative format, please contact [info@nfpconsulting.co.uk](mailto:info@nfpconsulting.co.uk)

**Thank you for your interest in working with us and good luck with your application!**

