ICPCN is seeking an Online Education Officer

The International Children’s Palliative Care Network (ICPCN) is a global network of organisations and individuals working in the field of palliative care for children. The following values underpin all that we do: passion; empathy and respect for all; empowerment; leadership; innovation; professionalism; integrity; accountability; diversity; evidence-based care and support; collaboration; teamwork; and quality. ICPCN believes that:

• All children and young people and their families have the right of access to PC;
• PC should begin at diagnosis and continues into bereavement and can be provided wherever the child is;
• The child and their family are at the centre of the care that we provide:
• The family are the primary caregivers and need to be empowered;
• Collaboration is key to the ongoing development of CPC globally, and children and parents have an essential role in this;
• CPC is about living life to the full.

ICPCN conducts its work through:

• Communication
• Advocacy
• Research
• Education
• Strategic Development

We are looking to award a 6 month consultancy contract to an Online Education Officer who would report directly to our Education Manager to support, improve and extend the present ICPCN e-learning programme (www.elearnicpcn.org)

JOB DESCRIPTION: ICPCN ONLINE EDUCATION OFFICER

Time period
6 months (There is a possibility that this may be extended to a year or longer, dependent on available funding resources and performance.)

Responsibilities of the position
Activities would include but are not limited to:

• Uploading of new or updated e-learning courses onto the ICPCN e-learning website
• Uploading of translations of existing e-learning courses onto the ICPCN e-learning website
• Reviewing existing e-learning courses and updating them as required, in particular in relation to the assignments
• Supporting the provision of feedback to participants
• Liaising with people willing to translate courses into new languages
• Marketing of the ICPCN e-learning courses internationally

Minimum Qualifications required
• Relevant Bachelor Degree
• Recognised qualification in children’s palliative care

Experience
• A minimum of 3 years’ experience working in the field of children’s palliative care
• Teaching/ training experience within the field of children’s palliative care

Essential requirements for the position
• Hardworking and self-directed
• Fluent in spoken and written English.
• Excellent computer literacy and ability to work confidently in Word, Excel and Outlook
• Experience with or aptitude for working on the back end of a website
• Able to work within strict time frames
• Ability to work with great attention to accuracy and detail
• Own computer and internet connectivity

Desirable requirements for the position
• Fluency, including the ability to write well, in a second language
• The terms of this consultancy contract are based on South African rates and terms and conditions so South African resident preferred although individuals based elsewhere will be considered.

Hours of work
100 hours a month – reasonable flexibility will be allowed but the consultant would be required to work either 5 hours a day or 3 full days in a week.

Direct Supervisor
The consultant will report to the Education Manager

Remuneration
R72,000 for 6 months (R12,000 per month for 6 months)
The consultant would be paid on a monthly basis and is responsible for their own tax and other deductables.
Payment will be directly linked to clearly set out deliverables for each month.

Apply
To apply, please email your CV by Wednesday 25th August 2021 to education@icpcn.org