



## **Job Title: Professional Development Manager**

### **About us:**

BASES (The British Association for Sport and Exercise Sciences) is the professional body for sport and exercise sciences in the UK. Our mission is to drive excellence in sport and exercise sciences through the promotion of evidence-based practice and the development and enhancement of professional and ethical standards. This includes a number of services and support, including Membership, Accreditations and Certifications, Conferences and Events, Research and Publications, and Partnerships. Please see [our website](#) for more details.

### **Main purpose of job:**

Implementing the Association's [continuous professional development \(CPD\) strategy](#), including day to day management of BASES professional standards programme and CPD offer.

### **Summary:**

This exciting role is designed for a proactive, driven and independent individual with a passion for and commitment to professional development and education. You will ideally have experience of developing and/or co-ordinating CPD programmes, professional standards (e.g., accreditations, endorsements, certifications), or training/education schemes. This role would suit someone who is comfortable working independently, has excellent people skills and who is a good co-ordinator and organiser. Experience or knowledge of professional bodies / associations and/or sport and exercise science is advantageous but not essential.

### **Job type:**

Permanent, part-time (3 days / 22.5 hours per week), to start with immediate effect.

### **Location:**

Head Office is Leeds with some national travel required. Flexible working arrangements may be considered for an outstanding candidate. The Operations Team is currently working remotely due to COVID-19.

### **Salary:**

£30,614 - £33,791 (pro rata) dependent upon experience.

### **Benefits package:**

35 days paid holiday per year (pro rata); Employer pension contribution of 6%; Gym membership allowance of £200.00 per annum (pro rata); Cycle to work scheme; £50.00 annual contribution towards a sight test and cost of glasses if needed for VDU work.

### **Key dates:**

Applications close 10 am on Monday 31 January 2022; interviews take place Thursday 17 February 2022.

### **Application Process:**

This appointment will be via a formal, open and transparent recruitment process, with the aim of attracting the widest range of the most suitable candidates. We are committed to equity, diversity and inclusion as part of our recruitment policies. We therefore encourage applications from individuals who meet the required criteria, but we particularly encourage applications from women, individuals from ethnically diverse communities, those who have a disability, or members of

LGBTQ+ community. Please notify the Executive Director ([iwilson@bases.org.uk](mailto:iwilson@bases.org.uk)) if you require reasonable adjustments during the application process.

Please attach a current CV (two-page maximum) along with one-page A4 (650 words maximum) as to how you evidence the essential candidate knowledge, experience, skills and capabilities. Email this application, marked confidential, to Ian Wilson, BASES Executive Director ([iwilson@bases.org.uk](mailto:iwilson@bases.org.uk)).

**Key duties and responsibilities include:**

1. Manage BASES accreditation and endorsement schemes: [Sport & Exercise Scientist Accreditation](#); [High Performance Sport Accreditation](#); [Chartered Scientist](#), [Certified Exercise Practitioner](#), [Undergraduate Endorsement Scheme](#), [Postgraduate SEPAR Endorsement Scheme](#) and [Laboratory Accreditation scheme](#).
2. Oversee BASES training and development programmes: support the processes and management of [Supervised Experience](#) and [Sport and Exercise Psychology Accreditation Route](#) (SEPAR).
3. Be the BASES' contact to the Health and Care Professions Council (HCPC) for SEPAR matters and to the Science Council for Chartered Scientist matters.
4. Develop and co-ordinate [BASES CPD offering](#) (e.g. webinars, workshops, podcasts, endorsed courses), in conjunction with the BASES CPD Advisory Group, ensuring a range of relevant learning and professional development options are available to BASES members.
5. Develop and expand the [BASES CPD Endorsement Scheme](#) by promoting the benefits of endorsement to training providers within the industry.
6. Co-ordinate national/regional forums for Higher Education providers and industry employers facilitating input into, and engagement with, BASES professional standards and development programmes.
7. Promote the benefits of BASES professional standards to sport and exercise science professionals and students.
8. Work with the BASES Accreditation Advisory Group to ensure professional standards guidelines are up-to-date and accurate; and relevant information is available to members on the BASES website.
9. Support key [Standing Committees and Advisory Groups](#), including Professional Standards Committee, Learning & Development Committee, Accreditation Advisory Group, Sport & Exercise Psychology Accreditation Advisory Group (SEPAR AG), CPD Advisory Group.
10. For all of the above, work closely with the BASES' Operations Team to ensure all activities are supported to provide timely delivery and ensure adherence to financial management procedures.

**Essential and desirable candidate Knowledge, Experience, Skills and Capabilities:**

**Essential:**

- Experience of developing or managing CPD programmes, accreditations and/or training schemes
- Highly organised with the ability to approach tasks with a common sense & logical approach
- Excellent written, presentation and communication skills
- Good problem solving and analytical skills
- Sound judgment and decision-making skills, with the ability to prioritise complex tasks and implement key strategic objectives
- Reliable and dependable individual who is able to work independently and as a vital part of a small team
- Able to work in a fast paced and changing environment.

**Desirable:**

- Experience of managing CPD delivery via online platforms

- Experience or knowledge of Sport and Exercise Science
- Experience or knowledge of professional bodies / associations.