

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	CPD eLearning Trainee Editor
TERM OF OFFICE:	One year, subject to review by the Editor
RESPONSIBLE TO:	Editor of CPD eLearning and MRCPsych eLearning
WORKING WITH:	CPD eLearning/MRCPsych eLearning Editor and Deputy Editor, CPD eLearning Podcast Editors, eLearning team
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	Approximately 1/2 sessions per week, which can be taken flexibly
SALARY:	Voluntary

JOB PURPOSE

The CPD eLearning Trainee Editor will assist the Editor, Deputy Editor, Podcast Editors and staff editors with various aspects of module and podcast preparation and site development, as required.

KEY RESPONSIBILITIES

Duties will include:

- previewing selected modules prior to publication
- contributing CPD eLearning commissioning ideas
- evaluating the impact of our eLearning platform
- contributing to the eNewsletter
- assisting with social media activities
- assisting the editors with other ad-hoc tasks, as required.

There is also opportunity to be involved in podcast recordings, including setting up and conducting interviews.

The Trainee Editor will be expected to attend the Board meetings (remotely, approximately three per year), and occasional meetings with editorial staff.

We are looking for a Trainee Editor who is enthusiastic about eLearning and keen to contribute ideas, with good IT skills and an eye for detail.

Experience and knowledge of distance-learning techniques would of course be greatly helpful.

About CPD eLearning

In 2021 the College embarked on a major replatforming project to launch the new [eLearning Hub](#), the home of College eLearning. This new platform accommodates other eLearning projects in addition to the two major publications: [CPD eLearning](#) and [MRCPsych eLearning](#) (formerly Trainees Online [TrOn]).

CPD eLearning (previously CPD Online) launched in 2006, and hosts more than 200 interactive learning modules and over 180 podcasts. The content is aimed primarily at consultant-level psychiatrists and aims to serve the CPD needs of College members.

CPD eLearning is widely distributed among individual and institutional users in the UK and wider workforce, including Australia and New Zealand.

THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

INTERNAL COLLEGE CONTACTS:
• Department: Professional Standards • Section/Project: eLearning • Name of Contact: Katie Hughes (katie.hughes@rcpsych.ac.uk) • Job Title: Head of eLearning

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