

## Development Officer – CHCS

The Chemical Hazards Communication Society (CHCS) are looking for a part-time Development Officer to help our Training and Assessment Panel, and our Member Services Committee, with the development and organisation of our programme of training modules, events and workshops, and with member communications.

The successful candidate will have a background in chemical hazard communication, as well as excellent organisational skills.

The post is being offered for a 12 month contract initially, 20 hours per month, £47.15 per hour

### Key duties

#### Training

- Support the TAP with keeping existing training up-to-date and relevant
  - Review candidate feed-back and training survey, along with other communication from members with training requests and open discussion with relevant personnel if appropriate
  - Consider impacts of existing and upcoming legislation changes; if full or partial rewrites may be necessary initiate dialogue with TAP Chair/TAP
  - Identify where refresher training is appropriate and work with Presenters to develop suitable offerings
  - Review flyers and other promotional material for accuracy and relevance, informing Module tutors of suggested changes
- Support the TAP with the development of new training courses
  - Review candidate feed-back and training survey, along with other communication from members with training requests to identify gaps in current CHCS training provision
  - Develop outlines for new Modules, Seminars, Work-Shops and Webinars
  - Assist TAP with advertising for, and recruitment of trainers for new modules and events
- Identify opportunities for expanding CHCS training into new markets
  - Look at opportunities to expand Modules and events to Europe
  - Develop relationships with other organisations to promote growth and service Modules and Events
  - Liaise with companies requiring In House training and identify the possibility of additional training modules where appropriate
- Schedule training courses
  - Work with TAP to estimate the number of presentations required for each Module for up to 12 months ahead
  - Liaise with CHCS Administration who manage Presenter, Deputy and Venue bookings

- Providing support to the Chair of the Training and Assessment Panel (TAP)
  - Maintain schedule and organise meetings
  - Maintain record of meetings, circulate and report to TAP/Council
  - Undertake assigned meeting actions
- Other duties
  - Maintain and revise as necessary, assessment tools to be used by Presenters, Deputies, Speakers, Trainees, Seminar delegates, Annual Lecture attendees and CHCS Module Auditors

## Member Communications

- Assist the CHCS Chair and MSC Chair with the organization of the AGM and Annual Lectures,
  - Helping to source appropriate Speakers
  - Identifying suitable exhibitors and inviting them to attend the AGM
  - Liaise with CHCS Administration who manage the venue, exhibitor and member bookings
- Sourcing and writing regulatory and technical content for member news alerts
- Monitoring the technical and regulatory content of the CHCS website to check that it is up to date – updating content as necessary, or identifying another suitable person to do so if needed

## How To Apply

Please apply by sending an email to the CHCS Office: [enquiries@chcs.org.uk](mailto:enquiries@chcs.org.uk), including a CV and highlighting your technical and training expertise.

## Closing Date

Please send your application to us by 31<sup>st</sup> October 2018.