

BSAVA ROLE DESCRIPTION

Department	Continuing Education (CE)
Job title	Education Content Officer
Manager	This role reports to the Continuing Education Manager
Hours	22.5 hours per week

BSAVA's Purpose

To drive excellence in veterinary practice to improve the health and welfare of small animals.

BSAVA's Mission

To enable the community of small animal veterinary professionals to develop their knowledge and skills through leading-edge education, scientific research and collaboration.

Job Purpose (including how the role relates to BSAVA's organisational purpose):

The Educational Content Officer will ensure the accuracy, relevance, and evidence-based rigour of BSAVA's educational content, including courses, webinars and examinations. The role will review, validate, and enhance veterinary content to align with the latest clinical guidelines, research, and regulatory standards, while identifying emerging topics to keep BSAVA's offerings at the forefront of veterinary education.

This position is critical to BSAVA's reputation as a trusted provider of high-quality veterinary education. By ensuring content is accurate, current, and engaging, the Educational Content Officer will work closely with other BSAVA teams generating content to ensure a consistent approach to quality assurance is applied. Through this work they will directly contribute to improving clinical standards, animal welfare, and professional development across the veterinary community.

As BSAVA staff, we all have a responsibility to uphold the Association's values. We expect all staff to always maintain and promote our values, which are to:

- Nurture and support our communities
- Aim for excellence in all that we do
- Strive to be bold and innovative
- Be accountable and trustworthy
- Be rigorous and evidence led

Staff management responsibility:

None

Special conditions:

Your work location will be outlined in your employment contract. The role involves occasional work outside of routine office hours (evenings and weekends).

Main duties and responsibilities:

Quality Assurance of Educational Content

- Collate, review and validate veterinary course materials (lectures, webinars, exams, case studies, e-learning modules) for clinical accuracy, completeness, and alignment with current evidence.
- Ensure content adheres to BSAVA's standards, RCVS guidelines, and other relevant regulatory frameworks.
- Fact-check references, citations, and clinical recommendations, liaising with subject matter experts where necessary.
- Assess and update existing content to reflect new research, guidelines, or best practices
- Develop and implement a content review schedule to ensure regular updates of all educational materials.

Topic and Curriculum Development

- Research and identify emerging trends, gaps, and high-priority topics in small animal veterinary medicine
- Collaborate with education committees to propose new course modules, webinars, or resources based on learner feedback, sector needs, and evidence-based practice.
- Monitor competitor offerings to ensure BSAVA remains a leader in innovative education.

Work collaboratively with other content-producing teams across the BSAVA to ensure a consistent approach to quality, upholding and strengthening the Association's reputation for excellence.

Participate in associated projects and working groups to support innovation and maintain standards and best practice.

Other Responsibilities

Stay up to date with advances in learning technology and Artificial Intelligence (AI)
Perform other such duties as reasonably required and that are within the scope of your role.

Person Specification

	Essential requirements	Desirable requirements
Qualifications	• Degree in Veterinary Medicine	• Postgraduate clinical qualification
Experience	• Experience reviewing or editing scientific/clinical content (e.g., journals, guidelines) • Experience using AI agents to improve efficiency	• Experience in veterinary CPD delivery or curriculum development • Experience in quality assurance processes

	• A minimum of two years' experience in small animal clinical practice	
Knowledge and skills	• Up-to-date clinical knowledge in small animal medicine/surgery. • Strong IT skills, including Microsoft Office, LMS, and AI systems. • Critical appraisal skills (ability to evaluate research papers, guidelines, and clinical claims). • Excellent written and verbal communication, including ability to simplify and summarise complex topics • High attention to detail	• Experience with veterinary databases (e.g., VetCompass, RCVS Knowledge). • Ability to work independently and resolve minor problems alone
Personal qualities	• Passion for evidence-based veterinary medicine and education. • Proactive and self-motivated • Values collaboration and team building • Strives for high-quality work • A flexible attitude to work • A good communicator • Honest and dependable	