



## ISH Academy Administrator

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<b>Expected Start Date:</b>	As soon as possible
<b>Contract Type:</b>	Self-employed contractor / Freelancer (home based). Approximately 4-5 hours per week, with a view to the number of hours increasing as the educational platform develops.
<b>Subject:</b>	The International Society of Hypertension (ISH) wishes to invite proposals from individuals experienced in administering and managing projects for medical based charities, associations, universities and hospitals or related organisations and ideally those with a global remit and some experience of working with Moodle Platforms.

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### **Society background**

Established in 1966, the International Society of Hypertension (ISH) is a registered charity in England and Wales with members based in over 80 countries around the globe. The Society is committed to protecting and promoting the health of the public in particular by encouraging the advancement of scientific research and knowledge and of its application in all aspects of hypertension and associated cardiovascular diseases and to disseminate the useful results of such research.

Further information on the ISH can be viewed at [www.ish-world.com](http://www.ish-world.com)

### **Scope of work required**

The ISH is developing a Specialist Educational Platform and would like to recruit an experienced Administrator or Project Manager to work with the Society to establish and take forward this initiative. This educational platform will be a trusted place for ISH members (as a priority) and those interested in the field of hypertension to gain accurate information on the various aspects of hypertension. This will be built with modules (at various levels of expertise) for those taking part to complete and gain accreditation. The educational platform will be representative of all regions of the world and all population groups and genders.

It is anticipated the post-holder will support the mission of the ISH charity through flexible, part-time working. Individuals should be able to support the following areas of work.

- **Manage the ISH Academy educational platform.** Work with the ISH Academy Leaders and committee members, President and Secretary of the ISH to administer and update the Moodle LMS e-learning platform on a regular basis and keep current with any new presentations and areas of interest.
- **Liaise with all speakers.** Ensure that the presentations delivered are of a consistent standard and ISH branded and all required content has been provided. Edit slides where required to give a uniform feel and consistent style. Assist presenters in the recording of their presentations and make simple edits if requested.
- **Liaise with those participating in the course.** Answer all queries and requests in a timely manner.
- **Deliver and measure the online training offered via the platform.**
- **Integration with ISH membership platform and other Society initiatives.** Work with the ISH leadership and all other relevant committees to ensure that the ISH Academy is delivered as an integral part of the main ISH membership offering and integrated with the main Society database where possible.

### **Remuneration**

This is a flexible working position for a self-employed contractor, funded by an agreed hourly rate on appointment.

### **Qualifications**

- Excellent attention to detail
- Proficiency in English

- Experience with working with Moodle LMS platforms – optional

### **Timeline**

- Expressions of interest are required by no later than 25<sup>th</sup> May 2025, with a copy of the applicants CV.
- Interviews will be scheduled with the ISH Academy Lead and ISH Officers.
- Service will be required as soon as possible.

Letters of support and references from current and past clients may be requested.

Please email Helen Horsfield [helen@ish-world.com](mailto:helen@ish-world.com) with expressions of interest by no later than **25<sup>th</sup> May 2025**, 11:59 BST.