



European Council of Optometry and Optics

Accreditation Agency

Role Description for Accreditation Officer

The European Council of Optometry and Optics (ECOO) is looking for an independent consultant to work with the Accreditation panel Co-Chairs to manage the governance and administration of the ECOO Accreditation Agency.

We anticipate that it would require approximately one day per week on average and candidates should include their daily rates in the application. This time would need to be allocated flexibly over the course of a week.

Tasks

- Manage internal and external communications of the ECOO Accreditation Agency
- Organisation of Accreditation activities and visits including documentation
- Manage the drafting and finalisation of visit reports
- Manage the development of requirements of the ENQA review project
- Work with Accreditation Visitors and manage training for visits
- Liaison with ECOO secretariat on the financial management of the Accreditation scheme
- Adapt and share contracts and ensure timely approval
- Keep dedicated website section updated and drive forward communication activities to promote the accreditation work.
- Prepare the European Diploma in Optometry and the European Qualification in Optics for accredited universities
- Draft regular progress reports for the ECOO Executive Committee
- Keep a record of the alumni database and engage as needed
- Support ECOO in gaining national recognition for its qualifications

Competences

- Fluency in English a requirement, other languages an advantage
- Excellent writing and minute taking skills
- Proficiency in Word and power point, good working knowledge of Excel
- Good communication skills
- Ability to build and develop relationships
- Proactivity and flexibility



Experience

- 3-5 years' relevant experience including project management
- Optical and/or optometric background

Application procedure:

Please submit:

- a letter setting out your interest in this work and your relevant skills and experience (indicative length: 1 page)
- Full CV

To: accreditation@ecoo.info

By: 31 March 2022