

CPD Accreditation Lead

Reports to: CEO/Project Lead

Location: Remote

Commitment: Flexible hours, approx. 4–6 hours per week

Duration: Minimum 6 months

Mast Cell Action is developing an Accredited Training Programme for healthcare professionals to increase understanding of Mast Cell Activation Syndrome (MCAS). We are seeking a skilled volunteer with experience in designing and securing CPD-accredited training to help us achieve and maintain accreditation for this vital programme.

This is a key role that will directly contribute to ensuring our training is recognised, professional, and impactful across healthcare.

Key Responsibilities

Work with the Project Lead to design and refine training materials for CPD accreditation.

Advise on the requirements and standards needed to gain CPD accreditation.

Prepare and manage the submission of CPD accreditation applications.

Ensure all documentation, processes, and assessment methods meet accrediting body standards.

Support the development of systems for monitoring and evaluating training outcomes.

Keep up to date with CPD accreditation requirements and advise the charity on renewals and compliance.

Provide guidance on structuring learner feedback, evaluation, and CPD points allocation.

Skills and Experience

Essential

Proven experience in developing and/or managing CPD-accredited training programmes.

Strong understanding of CPD accreditation standards and processes.

Excellent organisational skills and attention to detail.

Strong written and verbal communication skills.

Ability to work independently and as part of a small team.

Desirable

Experience in the health or charity sector.

Knowledge of e-learning platforms or blended learning delivery.

Interest in rare diseases or healthcare training.

What You Will Gain

The opportunity to use your expertise to create lasting impact in healthcare education.

Experience working with a small but dynamic national charity.

Recognition for your contribution to a high-profile training programme.

The satisfaction of helping improve healthcare for people living with Mast Cell Activation Syndrome.