



The Irish College of GPs



#JOB-2468165



IRISH COLLEGE OF GPS, 15 Hogan Place,

Dublin 2, D02 DK23



No of positions : 1



Paid Position



35 hours per week



40000.00 Euro Annually



08/09/2026



06/10/2026

How to apply

Application Method :

Not available



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Medical Education Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Company: The Irish College Of General Practitioners CLG

Place of Work: Hybrid - 15 Hogan Place, Dublin 2, D02 DK23 & Remote

Job Description

- Coordinate the planning, development, and delivery of medical education programmes, including blended learning courses, webinars, practical workshops, and other professional development activities.
- Manage programme timelines, deliverables, resources, and operational requirements to ensure successful implementation.
- Collaborate with Course Directors, Subject matter experts, and External contributors to support the development and delivery of educational content.
- Manage and develop Moodle learning environments, including course creation, configuration, content organisation, learner access, and ongoing improvements.
- Analyse digital learning activity and engagement data to identify opportunities for improving learner experience and programme effectiveness.
- Contribute to programme reports using participation, engagement, feedback, and performance data to support decision-making.
- Contribute to planning activities relating to medical education delivery, digital learning, and learner engagement.
- Coordinate website content planning and promotional activities to improve awareness and accessibility of educational programmes.
- Identify opportunities to improve processes, programme delivery methods, and learner experience.

Required Qualifications and Experience

- Degree in Business Management, Project Management or related discipline desirable.
- Experience coordinating education, healthcare, training, or professional development programmes.

- Experience managing multiple stakeholders and supporting complex programme delivery.
- Experience with Learning Management Systems, particularly Moodle or similar digital learning platforms.
- Strong organisational, communication, analytical, and project coordination skills.
- This vacancy is suitable for Remote/Blended working
- **Sector:** education

Career Level

- Experienced [Non-Managerial]