



Job description

Job title:	Education Coordinator: CLiP Assessments
Department:	Education
Reports to:	Education Manager: Scheme for Registration
Key internal relationships:	Head of Curriculum Development Director and Deputy Director of Education Scheme for Registration Team: Exams and Work-Based Assessment Education Coordinator (CLiP) Lead Assessor Team Colleagues in the wider education directorate Finance team Member services and communications directorate
Key external relationships:	College examiners College assessors UK universities UK key employer groups Patient agency Hicom / software companies Practices offering CLiP

Background

The route to qualification as an Optometrist in the UK is changing, and as such, the College of Optometrists (the College) will be moving from the delivery of the Scheme for Registration to delivering Clinical Learning in Practice (CLiP) placements as part of undergraduate degrees in England, Wales, and Northern Ireland. The College is recruiting a coordinator to help develop and deliver the systems and processes around the delivery of the first CLiP placements in 2025 and 2026.

More information on the changes can be found [here](#).

Purpose of the role

To be responsible for the administration of Clinical Learning in Practice (CLiP) work-based assessments for the College of Optometrists. As the key point of contact for CLiP assessors, students, universities, and employers, deliver excellent service responding within service level agreements to queries raised. For CLiP assessors, employers, universities, and students, develop processes to plan and deliver CLiP assessments via the CLiP Portal software platform and other ways. The role is varied and will develop as the College prepares for its first intakes of students in September 2025 and throughout 2026.

Main duties

1. Operational Delivery: CLiP Assessments

- Coordinating and arranging CLiP assessments and ensuring all parties receive email confirmations and required information.
- Ensure CLiP assessments for students with reasonable adjustments are organised appropriately.
- Communicating with and resolving queries related to CLiP assessments from assessors, employers, universities, and students.
- Managing the CLiP Portal to the benefit of assessors, employers, and students, including the management of assessment rounds, assessment allocations, and user accounts.
- Work with our mystery patient agency to ensure that suitable patients are available for each assessment visit.
- Working with the Head of Curriculum Development and the software developer to review CLiP Portal functionality and processes.
- Liaising with external providers, where necessary, to agree on practical arrangements.
- Providing key information to stakeholders.
- Provide administrative support for core processes within Education to enable on-time and accurate delivery.
- Managing your own workload to ensure you meet tight deadlines.

2. Record Keeping

- Keeping accurate and easily accessible records.
- Use the College's CLiP Portal software platform to manage CLiP for assessors, employers, universities, and students.
- Use the College's Customer Relationship Management (CRM) platform to source data for manipulation.
- Ensure compliance with General Data Protection Regulations.

3. Updating process documentation

- Keeping written and web-based guidance documents and information for assessors, employers, universities, and students up-to-date, to include:
 - A calendar of deadlines to keep all on track
 - Ensuring that web pages are regularly updated
- Helping with the review and development of processes and guidance documents relating to CLiP assessments and the assessment experience.

4. Communications

- Assisting with the Scheme for Registration work-based administration during busy periods if required.
- Build and maintain effective relationships with internal colleagues and key stakeholders.

Other Duties:

- Carry out, from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.
- Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks, or potential hazards.
- Act in accordance with the College values.

PERSON SPECIFICATION

Experience

Essential:

- Experience in administration in a busy setting
- Data management, analysis, and reporting, with excellent attention to detail
- Handling confidential and sensitive information

Desirable:

- Working in the not-for-profit and/or education sectors
- Working with stakeholders external to your organisation
- Experience of working with Microsoft Dynamics and/or another database system
- Organising your own workload

Education/Qualifications

Essential:

- GCSEs, or equivalent qualifications, in English and Mathematics
- A degree-level qualification, or evidence of graduate-level capabilities

Skills and Knowledge

Essential:

- Excellent organisational skills
- Excellent written and verbal communication skills, with the ability to produce accurate written materials and provide clear verbal explanations
- Strong interpersonal skills, with the ability to develop good working relationships within a team
- Ability to work under pressure and in a self-directed manner, asking for help as needed
- The ability to be flexible and adaptable
- Advanced Microsoft Office skills, willingness to learn new IT skills
- Accurate data entry skills

Desirable

- Understanding of clinical placements
- Understanding of or interest in optometry
- Understanding of GDPR

Additional Information

The normal working hours for the post will be 35 hours a week, Monday to Friday.
The post-holder will be based in our London office, with hybrid working arrangements.

Equal Opportunities and Inclusion

The College is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value the differences that a diverse workforce brings to the organisation.

Our values



We act with integrity
and transparency



We listen
and we learn



We demonstrate respect
and professionalism



We achieve
high quality



We champion diversity
and inclusion



THE COLLEGE OF
OPTOMETRISTS