**Job Description and Person Specification**

**Job Title:** Awards and Scholarships Sub-committee Chair

**Responsible to:** Chair of the Education Committee

**Department:** Education and Training Department

**Main function:** To develop and co-ordinate the wide range of travel awards and clinical/research fellowships in partnerships with other organisations.

**Date reviewed**: April 2023

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There are a number of Awards and Scholarships which have been set up to promote education and training of undergraduates, ophthalmic trainees as well as consultant ophthalmologists. The role of the Chair is to ensure that these awards are widely advertised and that the applications are judged in a transparent and objective manner encompassing the values of the College.

The College administers the following Awards and Scholarships:

Glaucoma UK Research Award,

Kanski Lifetime Educator Award,

Keeler Scholarship

Patrick Trevor Roper Undergraduate Travel Award,

Dorey Bequest & William Lister Travel Award,

Essay Prize for Foundation Doctors

<https://www.rcophth.ac.uk/professional-resources/awards-and-prizes/>

The College would like to appoint an Awards and Scholarships Sub-committee Chair to further develop and deliver a Strategy for awards and scholarships for trainees and other doctors.

**CONTRIBUTE TO THE WORK OF THE EDUCATION COMMITTEE**

**As an Education Committee member, the Awards and Scholarships Sub-committee Chair will be expected to:**

• Contribute to the work of the Committee as a whole.

• Contribute to one or more working groups of the Education Committee, to work with and support the other Leads in their areas of responsibility.

• Identify areas of overlap with the other Leads, and work together to develop and deliver shared material, courses and other opportunities.

• Attend Education Committee meetings (3 per year).

• Submit a brief report before each Education Committee meeting on the provided template detailing the achievements, challenges and aspirations. By the end of the meeting draw up an action plan to be implemented prior to the next meeting and beyond.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

* Administer fellowships, scholarships, awards and prizes endowed by outside organisations utilising the expertise of awards panels.
* Maintain relations with endowing organisations.
* Liaise with other panel members and College staff with regards to Awards business.
* Effectively advertise awards.
* Ensure all award applications are assessed against objective criteria in keeping with the objectives of the award.
* Score and shortlist applications in compliance with defined criteria.
* Take part in interviews of shortlisted applicants, depending on the award.
* Ensure reports from award recipients are received.
* Actively seek new awards that could be administered through the College in line with the remit of the College to promote, support and maintain educational standards in ophthalmology.
* Respond in an effective and timely manner to queries from individuals and professional organisations on matters within the remit of the Sub-committee in co-operation with the Education and Training Co-ordinator.

**KEY WORKING RELATIONSHIPS**

* **Liaison with College:**

Chair of Education, Education Committee members, other College Committees, Panel Members, Head of Education and Training, Education and Training Co-ordinator.

* **External Liaison:**

Awarding bodies, Applicants.

**TIME COMMITMENT**

* Attendance at 3 full day Education Committee meetings (some of these will be on zoom)
* Attendance at Awards Marking Panels as and when required (these would be on zoom)
* Flexible time to work on awards development and marking of applications.

**REMUNERATION**

There is no direct payment for the role other than reimbursement of expenses related to attendance at specified meetings or events as agreed in advance by the Chair of Education.

The post holder will be supported by the RCOphth in applying for recognition of any time commitment within the job planning process but any outcomes will remain a local decision. Evidence of activity within this leadership role will be endorsed for the purposes of personal appraisal and revalidation.

**PERIOD OF OPERATION AND COMMENCEMENT**

The post holder will commence their role in **June 2023** for a period of three years (renewable for a further three years following an appointments process open to all eligible members) with reviews held on an annual basis.

Administrative support will be given from the Education and Training Department.

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| **EDUCATIONAL REQUIREMENTS** |
| **Essential** |
| Holder of substantive Consultant post in Ophthalmology of at least 3 years’ standing |
| **PROFESSIONAL/TECHINICAL AND OCCUPATIONAL TRAINING** |
| **Essential** |
| Fellow or Member in good standing with the RCOphth |
| Registered with a Licence to Practise |
| Demonstrable commitment to a CPD programme (at least one fully completed CPD cycle) |
| Up to date Equality and Diversity training |
| **EXEPRIENCE** |
| **Essential** |
| Experience in evaluation of training opportunities and scientific research projects |
| Prior experience of a leadership role |
| Active involvement in teaching, education or training in ophthalmology |
| Active involvement in education and training of postgraduate trainees in ophthalmology |
| **Desirable** |
| An active interest in educational matters |
| Appointment to a recognised senior educational role, e.g. Training programme Director, Head of School |
| Experience in an education management or support role, e.g.: College Tutor |
| Experience in a teaching role and the development of educational materials |
| **SKILLS AND KNOWLEDGE** |
| **Essential** |
| Ability to prepare written reports and present effectively at meetings |
| Broad understanding of the work of the College in Education and Training |
| Ability to engage clinicians in work requiring consultation |
| Ability to represent the RCOphth and present to people of all levels |
| **Desirable** |
| Knowledge of the OST curricula |
| **PERSONAL ATTRIBUTES** |
| **Essential** |
| Approachable, friendly manner |
| Hardworking, punctual, conscientious and thorough |
| Have an aspiration to further the development of awards and scholarships run by the College |
| Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines |
| Good interpersonal skills in dealing with ophthalmologists, awarding bodies and College staff. |
| Comfortable with dealing with complex issues and direction setting |
| Good IT skills |
| **ORGANISATIONAL COMMITMENT** |
| Must have support of Clinical Lead |