# East of England Leadership Fellowship

## Role Profile: Equality, Diversity and Inclusivity & Sexual Safety Fellow/s

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| **Role Profile:** | Equality, Diversity and Inclusivity Fellow | **Grade:** | **Trainees**<br>Must hold an East of England National Training Number (NTN).<br>This role is for trainees GPST2 and above and all other Specialties ST3 and above working within an East of England Training post only.<br>We are unable to accept applications from trainees currently working in East/ West Midlands or any other region.<br>**SAS & LEDs**<br>LED or SAS Doctor who will be working in the EoE for at least the next twelve months. |
| **Line Manager:** | Associate Dean for Equality, Diversity and Inclusivity | **Accountable to:** | Postgraduate Dean, or nominated Deputy<br>NHSE East of England Office |
| **Hours of work:** | 6 Sessions<br>(Flexible according to negotiated time out of clinical work) | **Training:** | **Trainees**<br>This role may or may not extend the length of your training, depending upon its impact on the acquisition of specified competencies within your specialty's curriculum.<br>You **must** obtain prior written agreement from your TPD and the Trust which will be employing you at the time of the Fellowship (the latter part is not relevant to GP trainees) that you will be allowed to take up the role **before** submitting your application. |

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| | | | If you are appointed and you are currently working full time, you will need to complete a Less Than Full Time (LTFT) form (available on the HEE EoE website) https://heeoe.hee.nhs.uk/faculty-educators/less-full-time-training<br><br>**SAS & LEDs**<br><br>Applicants **must** obtain prior agreement from their Director of Medical Education and the service lead in their employing trust that they will be allowed to take up the role **before** submitting their application. |
| **Type of contract:** | This post is offered on a 12 month only basis and is non-renewable on completion.<br><br>NHSE will fund your percentage of fellowship time/work directly to your employing trust based on your basic salary You will be paid via your employing trust for your Fellowship work at the same time as you would be paid for your clinical role and at the same percentage of full time. | **Length of agreement:** | 12 months |
| **Requirement to travel:** | Whilst some work will be undertaken virtually, travel to and from NHSE EoE's offices in Victoria House will be required at times and when necessary to other sites in the Region. | | |
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| **Role purpose and objectives** | NHSE EoE is committed to providing outstanding training for all trainees whatever their country of origin. The role of Leading on Equality, Diversity and Inclusivity Fellow is to support the work of the Regional Inclusivity Steering Group, help to implement the regional EDI strategy and to drive changes across all learners and educators in the EoE. This might | | |

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| | include helping to develop resources on the NHSE EoE online learning platform (Panopto/Bridge). The Equality, Diversity and Inclusivity Fellow will work with the faculty support team, the Education Fellow coordinating the online learning platform, GPs, consultants, SAS doctors, LEDs, learners and other stakeholders in order to deliver the agreed objectives for their fellowship.<br><br>Fellows will be offered bursaries for a PGCert or PGDip (top up) in Medical Education. |

| Criteria | Essential | Desirable |
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| **Education and level of experience** | MBBS or equivalent<br><br>NHSE East of England NTN number<br><br>GP ST2 or above / ST3 or above in all other specialities ***(not applicable to SAS & LEDs)*** | |
| **Experience** | Previous experience in a leadership role and/or supporting the delivery of a project | Cross specialty or multi-professional teaching/facilitation<br>Resource development<br>Evidence of commitment to EDI/safeguarding/professionalism work<br>Experience working with diverse groups |

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| **Skills, Abilities & Knowledge** | • A commitment to delivering high quality improvement<br>• Excellent organisational abilities:<br>  ○ Ability to forward plan<br>  ○ Ability to keep on track to deliver sustainable outcomes<br>  ○ Time management and prioritisation skills<br>• Adept in using MS Office (Excel; Word; PowerPoint) and advanced digital skills<br>• Ability to work collaboratively across grades, specialties and professions<br>• Able to work both independently and as part of a team<br>• Great interpersonal and communication skills that will enable you to:<br>  ○ articulate vision<br>  ○ communicate effectively<br>  ○ encourage ability<br>  ○ engage well with a variety of stakeholders<br>  ○ inspire & motivate<br><br>Personally, you should be open to challenge and have flexibility in your approach and ideally in your working hours. | Knowledge of different methods of delivering regional training<br>Understanding of differential attainment<br><br>Social media / website skills<br>Experience of posters/publications |

| **Leadership and Development Programme** |
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| As part of being an EoE Leadership/Education Fellow, we will offer a programme centred around leadership development to our fellows.<br>More information will be available on our website in due course.<br>This programme will have limited spaces available therefore please ensure to express interest in this course at interview. |

NHS England East of England

| One year of higher education funding |
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| Fellows will be offered funding (based on sessional amounts) for one year of higher education:<br>• A PGCert (60 credits)<br>• A PGDip (if the trainee already has a PGCert) 60 credits<br>• A Masters (if the trainee already as a PGDip) 60 credits<br><br>During interview, we would be pleased if the candidate could confirm an interest in completing any of the above. Any of the above programmes would need to be started within the year of the fellowship, with approval from the line manager.<br>The course would need to be completed during your own time, not fellowship time. |

| Key responsibilities: |
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| Make a significant contribution to the NHS England East of England (NHSE EoE) goal of improving the quality and accessibility of regional training, with a particular focus on equality, diversity, inclusion (EDI), and sexual safety. |
| Provide regular written updates to the relevant Reporting Associate Dean, evidencing progress, achievements, and any areas of difficulty or concern. |
| Participate in monthly supervision meetings with your Training Programme Director (TPD) and quarterly project review meetings, in line with the agreed supervision framework. |
| Participate, lead and facilitate in ongoing programmes eg Enhanced induction days, STAR programme. |
| Attend drop-in and development sessions with other NHSE EoE education fellows, as scheduled. |
| Act as an active member of the Regional Inclusivity Steering Group and relevant working sub-groups, taking responsibility for emerging workstreams where appropriate. |
| Collaborate with colleagues and programmes across NHSE EoE to share knowledge, skills, and best practice relating to EDI, differential attainment and sexual safety. |
| Engage with relevant national organisations and subject-matter experts to strengthen regional approaches to EDI, differential attainment and sexual safety. |
| Review relevant national literature and disseminate key learning to the Inclusivity Steering Group and associated sub-groups. |

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| Design and deliver a quality improvement project evaluating the impact of a regional or local strategy aimed at advancing EDI and/or sexual safety. |
| Produce a written report and present findings to the regional faculty, with dissemination through a poster presentation or publication. |
| Promote the sharing of educational resources and good practice across Schools and learner groups through presentations at regional meetings/symposia. |
| To attend development sessions with the other NHSE EoE fellows, as scheduled. |
| Comply at all times with all applicable NHS policies, guidelines, and protocols. |