**East of England Leadership Fellowship**

**Role Profile: International Recruitment and Support Fellow**

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| **Role Profile:** | International Recruitment and Support Fellow | **Grade:** | Must hold an East of England  National Training Number (NTN).  This role is for trainees GPST2 and above and all other Specialties ST3 and above working within an East of England Training post only. We are unable to accept applications from trainees currently working in  any other region. |
| **Line Manager:** | Associate Dean for International Recruitment and Support | **Accountable to:** | Postgraduate Dean, or nominated Deputy  HEE East of England Office |
| **Hours of work:** | 2 Sessions  (Flexible according to negotiated time out of clinical work) | **Training:** | This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.  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.  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> |
| **Type of contract:** | This post is offered on a 12 month only basis and is non-renewable on completion.  HEE 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. | **Requirement to travel:** | Whilst some work will be undertaken virtually, travel to and from HEE 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** | HEE EoE is committed to providing outstanding training for all trainees whatever their country of origin. The role of International Recruitment and Support Fellow is to support the development of resources for trainees new to the UK including those on the Medical Training Initiative Scheme (MTI trainees) and to develop the The Fellow will work with the International Team, ADs for Differential Attainment (DA)/ International Recruitment and Global Health (GH) and AD and GH Fellows, Education Fellow coordinating the online learning platform, consultants, SAS doctors, LEDs, trainees and other stakeholders in order to deliver this.  Fellows will be offered bursaries for a PGCert or PGDip (top up) in Medical Education. | | |

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| **Criteria** | **Essential** | **Desirable** |
| **Education and level of experience** | MBBS or equivalent  HEE East of England NTN number  ST2 GP or above/ ST3 or above in all other specialities |  |
| **Experience** | Previous experience in a leadership role and/or supporting the delivery of a project | Cross specialty or multi-professional teaching  Resource development |
| **Skills, Abilities & Knowledge** | * A commitment to delivering high quality improvement * Excellent organisational abilities:   + Ability to forward plan   + Ability to keep on track to deliver sustainable outcomes   + Time management and prioritisation skills * Adept in using MS Office (Excel; Word; PowerPoint) and advanced digital skills * Ability to work collaboratively across grades, specialties and professions * Able to work both independently and as part of a team * Great interpersonal and communication skills that will enable you to:   + articulate vision   + communicate effectively   + encourage ability   + engage well with a variety of stakeholders   + inspire & motivate   Personally, you should be open to challenge and have flexibility in your approach and in your working hours. | * Knowledge of different methods of delivering regional training * Social media / website skills |

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| **Leadership and Development Programme** |
| As part of being an EoE Leadership Fellow, we have a programme centred around leadership development that we highly encourage all fellows to attend. It builds on a successful range of separate interventions over the past few years, which have included Personal Impact Workshops, Leadership Models (self and teams) and Quality Improvement master classes. During the interview, we would be pleased if the candidate could confirm an interest in this programme. |

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| **One year of higher education funding** |
| Fellows will be offered funding (based on sessional amounts) for one year of higher education:   * A PGCert * A PGDip (if the trainee already has a PGCert) * A Masters (if the trainee already as a PGDip)   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. |

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| **Key responsibilities:** |
| To make a significant contribution to HEE East of England Office’s goal to improve quality and accessibility of training for International Medical Graduates new to the UK. |
| To engage on a regular basis with the relevant Associate and Deputy Postgraduate Deans providing written updates or reports to evidence progression with the assignment and project delivery, as well as report on the work that has been completed, progress made, and areas of difficulty/concern. |
| To attend drop-in sessions with the other HEE EoE education fellows |
| To engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills. |
| To Develop a new International Page within the HEE EoE website |
| To support creation of online recourses via the Blended Learning Platforms (Bridge and Panopto) |
| To encourage the sharing of education content and good practice between Schools. |
| To comply at all times with all policies, guidelines and protocols of the NHS and HEE. |
| Engagement and attendance at the HEE Leadership development training programme. Engagement/attendance at educational sessions offered by our Faculty. |
| Robust succession planning in order to ensure the sustainability of the post. |