**East of England Leadership Fellowship**

**Role Profile: Equality, Diversity and Inclusivity Fellow**

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| **Role Profile:** | Equality, Diversity and Inclusivity 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 East/ West Midlands or any other region. |
| **Line Manager:** | Associate Dean for Equality, Diversity and Inclusivity | **Accountable to:** | Postgraduate Dean, or nominated Deputy  HEE East of England Office |
| **Hours of work:** | 11 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 its impact on the acquisition of specified competencies within your specialty’s curriculum.  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:** | Fixed term | **Length of agreement:** | 12 months |
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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 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 include helping to develop resources on the HEE 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.  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  GP ST2 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 ideally 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 the quality and accessibility of regional training by helping to address issues relating to equality, diversity and inclusivity. |
| To engage on a regular basis with the relevant Reporting Associate Dean providing written updates or reports to evidence progression with your work, progress made, and areas of difficulty/concern. |
| To attend drop-in sessions with the other HEE EoE education fellows |
| To be an active member of the Regional Inclusivity Steering Group and relevant working sub-group, taking responsibility for appropriate work streams as they emerge. |
| To engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills relating to equality, diversity and inclusivity, including differential attainment. |
| To engage with relevant national agencies and individuals with expertise in equality, diversity and inclusivity, including differential attainment |
| To review relevant national literature and share relevant learning with the Inclusivity Steering Group and relevant working sub-group. |
| To implement/undertake a quality improvement project to analyse the impact of a regional or local strategy to address equality, diversity and inclusivity. |
| To encourage the sharing of education content and good practice between Schools and across all learners. |
| To attend development sessions with the other HEE EoE fellows, as scheduled. |
| To comply at all times with all policies, guidelines and protocols of the NHS and HEE. |