

East of England Trainee Lead Fellowship

Role Profile: Trainee Lead Fellow

Role Profile:	Trainee Engagement Fellow	Grade:	<p>Must hold an East of England National Training Number (NTN).</p> <p>This role is for trainees 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.</p>
Line Manager:	Dr Jane Sturgess	Accountable to:	Postgraduate Dean, or nominated Deputy HEE East of England Office
Hours of work:	Up to 1.5 days per week for 1 year (Flexible according to negotiated time out of clinical work)	Training:	<p>This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.</p> <p>Applicants must obtain pre-agreement from their TPD and Trust which will be employing them at the time of the Fellowship that they will be</p>

			<p>allowed to take up the role before submitting an application</p> <p>If approved and you are currently working full time you will need to complete a Less Than Full Time (LTFT) from via the HEE LTFT process to facilitate your commencement of this role.</p> <p>If you are currently working LTFT your fellowship time would be in addition to your less than full time clinical role.</p>
Type of contract:	<p>Fixed term – for 12 months only.</p> <p>HEE will fund your percentage of fellowship time/work directly to your employing trust. 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.</p>	Requirement to travel:	Yes
Role purpose and context	<p>The East of England Office within Health Education England (HEE) is committed to providing outstanding support and development for Doctors in Training. The role of the Trainee Lead is to support HEE in the areas identified as priorities by the HEE EoE Senior Leadership Team, to ensure that the trainee area(s) of the website remains updated and that trainees are engaged in providing feedback on current matters.</p>		

	<p>The trainee lead will be an active member of the executive committee of the trainee forum and will work with the other members of the executive committee of the Forum to drive up trainee engagement with the forum. They will be instrumental in providing direction for the trainee forum, setting objectives and delivering tangible outputs in the key areas identified by HEE EoE.</p> <p>They will provide support, guidance and feedback to HEE EoE and their external stakeholders on changes to policy, process and new initiatives. They will also act as a voice for HEE, keeping trainees up to date and making them aware of what support is available to them e.g. LTFT, PSU</p> <p>They will work closely with the Trainee Forum, Deputy Post-Graduate Deans, Heads of Schools, the Fellow network and other stakeholders. Fellows work as a team to promote and support the establishment.</p> <p>Fellows have the opportunity to build mentoring, teaching, leadership and project management skills, whilst experiencing cross specialty working to deliver sustainable improvement to the training experience.</p>
Role objectives	<p>Raise the profile of the trainee forum and increase engagement across the region.</p> <p>Triangulate information between HEE EoE, educators, external stakeholders and the trainees in the region.</p> <p>Enable more doctors to successfully navigate training and to reach their full potential, by ensuring they fully understand the role HEE EoE plays in their training.</p>

Criteria	Essential	Desirable
Education and level of experience	<p>MBBS or equivalent</p> <p>HEE East of England ST3 or above</p>	
Experience	Be an active member of the trainee forum	Cross specialty or multi-professional teaching

	Previous experience in a leadership role and/or supporting the delivery of a project	Resource development
Skills, Abilities & Knowledge	<p>A commitment to delivering high quality improvement</p> <p>Excellent organisational abilities:</p> <ul style="list-style-type: none"> • Ability to forward plan • Ability to keep on track to deliver sustainable outcomes • Time management and prioritisation skills <p>Adept in using MS Office (Excel; Word; Power Point); Internet; Email</p> <p>People management and leadership skills</p> <p>Ability to work collaboratively across grades, specialties and professions</p> <p>Able to work both independently and as part of a team</p> <p>Great interpersonal and communication skills that will enable you to:</p> <ul style="list-style-type: none"> • articulate vision • communicate effectively • encourage ability • engage well with a variety of stakeholders 	<p>Knowledge of avenues of support for Trainees in difficulty</p> <p>Social media / website skills</p>

	<ul style="list-style-type: none"> inspire & motivate <p>Personally, you should be resilient, be open to challenge and have flexibility in your approach and in your working hours</p>	
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Key responsibilities:
To make a significant contribution to HEE East of England Office's goal to increase engagement with the trainee forum.
To work with the relevant Associate and Deputy Postgraduate Deans to agree a Programme of Work which is aligned to HEE EoE's priorities
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 provide an annual report on the work that has been completed, progress made, and areas of difficulty/concern.
To be a leading voice for the trainee forum, feeding back to HEE EoE on key issues to support the decision-making process.
To engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills.
To take the lead in circulating trainee surveys in HEE EoE related matters and report back to the Senior Leadership Team on the responses.
To encourage the sharing of good practice between Schools and between Local Education Providers.
To develop and keep the trainee forum section of the website up to date.
To manage trainee engagement in HEE matters.
Any other duties which may be deemed appropriate for this role and which may develop over a period of time.
To comply at all times with all policies, guidelines and protocols of the NHS and HEE.