

East of England Mentoring Fellowship

Role Profile: Trainee Lead Fellow

<p>Role Profile:</p>	<p>Mentoring Fellow</p>	<p>Grade:</p>	<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>
<p>Line Manager:</p>	<p>Susan Knight</p>	<p>Accountable to:</p>	<p>Head of Faculty of Education and Leadership</p> <p>HEE East of England Office</p>
<p>Hours of work:</p>	<p>2-2.5 days per week for 1 year (Flexible according to negotiated time out of</p>	<p>Training:</p>	<p>This role may or may not extend the length of your training, depending upon specified</p>

	clinical work)		<p>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 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</p>	Requirement to travel:	Yes

	<p>paid via your employing trust for your Fellowship work at the same time as you would be paid for your clinical role.</p>		
<p>Role purpose and context</p>	<p>The East of England Office within Health Education England (HEE) is committed to providing outstanding support and development for Doctors in Training. A good Mentor guides a Mentee in their learning and personal and professional development. They can help their Mentees to make the most of their training, to fulfil their goals and to reach their full potential. They can also support and guide them in more challenging times.</p> <p>Our vision for the Coaching and Mentoring Programme is for every Trainee to have access to a Mentor, should they wish.</p> <p>We would like to appoint one part time Mentoring Fellow to help deliver this vision in collaboration with another recently appointed fellow.</p> <p>Working closely with the Heads of Schools, Mentoring Leads and other stakeholders, Fellows work as a team to promote and support the establishment and development of Mentoring Schemes within the region</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 Mentoring within the region</p> <p>Increase the number of Mentoring schemes within the region</p> <p>Provide schemes with resources and support to enable them to succeed</p> <p>Enable more doctors to successfully navigate training and to reach their full potential</p>
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Criteria	Essential	Desirable
Education and level of experience	<p>MBBS or equivalent</p> <p>HEE East of England ST3 or above</p>	
Experience	<p>Previous experience as a Mentor</p> <p>Previous experience supporting the delivery of a project</p>	<p>Cross specialty or multi-professional teaching</p> <p>Resource development</p>
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>	<ul style="list-style-type: none"> • Knowledge of avenues of support for Trainees in difficulty • Social media / website skills

	<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> <ul style="list-style-type: none"> • Great interpersonal and communication skills that will enable you to: <ul style="list-style-type: none"> • articulate vision • communicate effectively • encourage ability • engage well with a variety of stakeholders • 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 make a significant contribution to HEE East of England Office's goal to increase access to Mentoring for Trainees.

To engage with HEE on a regular basis, providing written updates or reports to evidence progression with the assignment and project delivery
To raise the profile of the Mentoring Programme through engagement, oral and poster presentations at appropriate meetings, events and conferences
To develop tools and resources to support Mentoring Schemes
To assist/provide teaching and training in respect of Mentoring
To encourage the sharing of good practice between mentoring schemes
To develop the Mentoring Website area
To develop a Mentoring Scheme register
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.