**BOA LEAD FOR FELLOWSHIPS AND COURSES**

**EDUCATION AND CAREERS COMMITTEE PERSON SPECIFICATION**

This person specification should be considered in conjunction with the Terms of Reference of the Education and Careers Committee.

To stand for appointment to a committee position, there is a requirement that you are in 'current good standing' with the GMC. For our purposes, 'not in good standing' refers to either an interim order being issued and/or conditions or restrictions having been placed on your practice by the GMC or employer and/or suspension from the workplace.

A strong performing committee must have a good mix of knowledge, experience and backgrounds to reflect the diversity of the orthopaedic profession and the BOA’s membership. Committees are the engine of the BOA, which drive the important projects and initiatives that inspire action and effect change across the country. Candidates should be strong advocates and ambassadors for the BOA, and show through their dedication and innovation that they are committed to the vision of the organisation.

The Lead for Fellowships and Courses sits on the Education and Careers Committee and is responsible for ensuring existing BOA courses are delivered to a high standard, shortlisting and interviews for fellowships are conducted in an unbiased and transparent way, and leading on the development of new courses and fellowships.

Candidates are asked to explain how they meet the following essential skills and experience in their application. They should submit a CV and a covering letter that explains their reasons for applying and suitability for the role. The selection panel will include one member of the BOA Exec, the Chair of the relevant Committee, and one other Council or Exec member.

The Lead for Fellowships and Courses should be able to show experience of:

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| **1.**  | **Judging applications and or prizes in an unbiased manner** |
|  | Able to shortlist and award candidates following BOA guidelines and policies. Create shortlisting specification and interview questions that reflect the remit and expectations of the course/fellowship. Conduct interviews professionally. Award grants and prizes in a manner which professionally represents the BOA and the decisions of the panel. |
| **2.**  | **Showing a commitment to the development of trainees and medical student educational activities and careers** |
|  | Have a keen interest in professional development, especially for trainees and medical students. Express ways in which the BOA could better engage these groups through further development opportunities. |
| **3.** | **Making executive decisions on enquiries by following the principles set out by the BOA and external funders/stakeholders** |
|  | Answer enquiries about awarded grants and prizes and make executive decisions based on the BOA regulations/expectations, as well as stipulations set out by external funders/stakeholders. |
| **4.** | **Show a commitment to the BOA’s policy of Diversity & Inclusion** |
|  | Act as a panel member and interviewer, and be unbiased and adhere to the BOA’s Diversity & Inclusion strategy. Express ways in which the BOA could better engage and encourage involvement from underrepresented groups. |
| **5.** | **General knowledge of educational opportunities that would benefit BOA members** |
|  | Taking initiative to suggest and drive further opportunities/schemes you think that would benefit BOA members to the Committee. |

Candidates should generally be able to show:

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| **1.** | **A commitment to the BOA**  |
|  | Engaging with issues affecting the orthopaedic profession and working for the benefit of all members.  |
| **2.** | **How they would actively contribute to ongoing committee work** |
|  | Committed to attending all committee meetings, as well as undertaking ad hoc work in between meetings including (but not limited to) drafting and commenting on documents, and attending external meetings to represent the BOA. |
| **3.**  | **Leadership** |
|  | Being able to take difficult decisions, balancing priorities or competing demands including financial and political consequences and explaining them to others. Being proactive and taking the initiative, being creative and innovative.  |
| **4.**  | **Being a strong team worker** |
|  | Working with others successfully by building trust, through personal credibility and a collaborative style of working.  |
| **5.**  | **Corporate responsibility** |
|  | Able to be accountable and take corporate responsibility for decisions made by the committee and the BOA.  |
| **6.** | **An interest in the subject matter** |
|  | Commitment and desire to promote the work of the Committee and the BOA in the UK and international orthopaedic communities. |

It would be useful, but not essential, if candidates could explain how they meet the following skills and experience:

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| **1.** | **Committee working** |
|  | Previous or present experience of working as part of a formal committee. |
| **2.**  | **Professional issues** |
|  | Knowledge and experience of, and interest in, engaging with professional issues relevant to the Committee. |

We are very keen to ensure that the BOA committees are as diverse as the population they represent, and that a wide range of viewpoints and perspectives are involved. If you have any questions about the roles, and your suitability for them, feel free to contact the BOA’s policy team at policy@boa.ac.uk or get in touch with any member of BOA Exec or Council or an existing committee.

Further information for candidates:

**Time commitment**

* Shortlisting and interviewing for approximately 5 rounds of competitive applications throughout the year – these may include: Travelling Fellowships, Future Leaders Programme, ABC and ASG Exchange Fellowships, FORTE Summer programmes
* Leading and driving Fellowship and course-related workstreams coming out of EdCar
* Responding to enquiries and decision-making in a timely manner
* Committee members are expected to attend around 3-4 committee meetings per year and to devote sufficient time to their committee work between meetings. Committee members will also be expected to attend other BOA events as required.
* Committee meetings will often take place virtually (e.g. using Zoom), although at least one meeting will take place in person. There is an option to join virtually for those that need to, even for the meetings that are held in person. We do encourage committee members to attend an in-person meeting at least once per year, and these are usually held in London at the RCS England building, though other events may take place across England, Northern Ireland, Scotland and Wales.

**Duration of appointment**

Most appointments are for 3 years. Please view the list of current vacancies for any further information on the duration and scope of appointment.

**Expenses**

The BOA has online resources so committee members can book train tickets without incurring any personal costs. Travel is standard class. The BOA will also pay for any reasonable out-of-pocket incidental expenses to committee members for costs incurred as part of their role.