BIOS BRITISH AND IRISH ORTHOPTIC SOCIETY

BIOS Orthoptics Careers and Visibility Lead
Role Description and Person Specification

Main Responsibilities

- Work with BIOS officers to develop a BIOS careers and student recruitment strategy
- Work closely with the BIOS Programme Manager to scope and deliver specific projects which align with the BIOS Strategy and the NHSE Specification of work
- Coordinate orthoptic recruitment activity between UK orthoptic programmes
- Attend national student recruitment events to promote orthoptics as a career
- Make contact with and liaise with careers advisors/ colleges and schools to promote orthoptics as a career
- To work with NHSE and other national external bodies in the promotion of orthoptics as a career as part of any national initiatives
- Produce and develop any new or existing promotional materials which will be used for the promotion of BIOS as a career
- Work with the BIOS Communications Officer to develop any material that can be used to increase the visibility of orthoptics to external stakeholders and the general public
- Contribute to the coordination of finding work experience for prospective orthoptic students across the country
- Be prepared to write articles for Parallel Vision
- Contribute to engagement with external stakeholders to promote orthoptics
- Produce reports for Council and Trustees relating to recruitment and visibility activity
- To act as an ambassador for the profession
- To work cooperatively and collaboratively with all board and council members

Term: Initial 2-year period

Secondment: 2 days per week

Banding: commensurate with successful candidates current banding

Appointment Process

- Candidates must submit a CV and Written Expression of Interest.
- A shortlisting process will be undertaken by members of the BIOS team
- There will be a formal interview by the honorary officers via Teams/Zoom/Google Meet.
- Candidates should expect to deliver a short presentation as part of the interview. The details for this will be communicated to shortlisted candidates
- Candidates must have the support of their manager and provide evidence of this during the recruitment process.

Person Specification

Requirements:	Essential:	Desirable:
Qualifications/Training:	• Orthoptic qualification recognised for Registration (Diploma or Degree) • Member of BIOS • Commitment to work to requirements of the Professional Standards of the British & Irish Orthoptic Society (BIOS)	• Experience in project management • HCPC registration
Previous Experience:	• Experience of working as an Orthoptist • Evidence of ability to complete projects • Working in multi-professional teams communicating the orthoptic contribution • Self-directed projects showing ability to analyse evidence and project plan	• Active participation in promoting orthoptics at local and/or national level • Evidence of having engaged with promotion of orthoptics as a career.
Skills and Attributes:	• Good evaluation and organisational skills • Self-management skills Excellent interpersonal and communication skills • Ability to contribute effectively at meetings with other health professionals • Ability to engage and communicate with a range of different people including prospective students, teachers and other professionals outside of orthoptics • Ability to coordinate a group of people outside of the BIOS organisation to achieve increased awareness of the profession and applications to orthoptic programmes • Present timely reports to BIOS trustees and council as required • IT skills • Methodical and well organised • Professional attitude • Ability to inspire others to contribute to raising the awareness of the orthoptic profession	

Knowledge:	• Evidence demonstrating knowledge of the challenges to orthoptic recruitment • Knowledge of NHS and HEI policy and the impact on recruitment to orthoptics • Demonstrable in depth knowledge of Orthoptics as a profession • Understanding of the pathways into an orthoptic career • Demonstrate awareness of the external bodies with which BIOS must engage in order to promote visibility of the profession and what it can offer patients.	
Requirements:	• May require travel and some overnight stays to attend meetings and events • ability to communicate effectively with the BIOS chair either face to face or electronically • Timely response to issues brought to the postholder's notice	