



BIOS | BRITISH AND IRISH
ORTHOPTIC SOCIETY

BIOS Orthoptics Careers and Visibility Lead – Visibility Focus Role Description and Person Specification

Main Responsibilities

- Work with BIOS officers to develop a BIOS careers and student recruitment strategy
- Work with their fellow lead to co-ordinate visibility activity
- 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
- To work with NHSE and other national external bodies in the promotion of orthoptics as a career as part of any national initiatives
- Work with the BIOS Policy & Communications Officer to develop any material that can be used to increase the visibility of orthoptics to external stakeholders and the general public
- Work with the BIOS Policy & Communications Officer to produce responses or provide examples to members/public/external stakeholders relating to orthoptic practice
- Scan national media/ social media and other outlets for items which relate to eyecare/orthoptics and produce responses where appropriate which challenge or support these issues and highlights the role of orthoptics in these
- 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: 1 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:	<ul style="list-style-type: none"> ● 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) 	<ul style="list-style-type: none"> ● Experience in project management ● HCPC registration
Previous Experience:	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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:	<ul style="list-style-type: none"> ● 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 	

<p>Knowledge:</p>	<ul style="list-style-type: none"> ● 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. 	
<p>Requirements:</p>	<ul style="list-style-type: none"> ● 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 	