

## Board Role Description

<b>Title:</b>	<b>Trustee – Equality and Careers Development Officer</b>
<b>Reports to:</b>	<b>President and Board</b>
<p><b>Main purpose of role:</b> The Equality and Careers Development Officer is the member of the Trustee Board responsible for overseeing and advising the ADI’s Equality and Diversity strategy and Career Development training offer, including the ADI Scholarships scheme, ensuring that the Study Clubs, Masterclasses and other Programmes focus on these objectives, and liaising with and supporting in the planning, funding and delivery of these events across the UK and online and the assessing of results and impacts from the programmes. They will ensure throughout that equality of opportunity is present in all ADI activities, staffing and governance. They will help develop and deliver the ADI’s validation activities and CPR training.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise with the Executive Director, staff and Board over the planning, promotion and management of the Association’s overall educational programme, both live and online, focusing on the benefits to diversity of opportunity and career development.</li> <li><input type="checkbox"/> Liaise with the Executive Director, staff and Board over the planning, promotion and management of the Association’s Scholarships programme.</li> <li><input type="checkbox"/> Liaise with the ADI’s external HR advisors on equality and diversity developments.</li> <li><input type="checkbox"/> Develop and enhance the ADI’s careers programming and validation activities, developing and maintaining training partnership relations with industry and academia across the UK and gaining stakeholder engagement with the ADI’s careers development strategy.</li> <li><input type="checkbox"/> Assist the Events Manager and Marketing Manager in supporting the procurement of venues, speakers, support services and the promotion and publicising of ADI events, ensuring diversity in the range of Speakers offered.</li> <li><input type="checkbox"/> Monitor and advise on the financial viability of Study Club, Masterclass and other training events as appropriate and ensure these are supported effectively by the ADI and offer continuous career development support and qualification.</li> <li><input type="checkbox"/> Liaise with the Events Manager and Honorary Treasurer, to ensure that the financial support and management of educational events is carried out efficiently and reported upon accurately.</li> <li><input type="checkbox"/> Draft the Equality and Diversity report to be included in the annual Trustees’ Report.</li> <li><input type="checkbox"/> Advise the Board on the implications and potential impacts of the charity’s strategic plans on education, careers and the development of equal opportunities within the industry.</li> <li><input type="checkbox"/> Liaise with the Executive Director over the development of the Association’s education and training budget, and over the monitoring of the Association’s financial performance in this area.</li> <li><input type="checkbox"/> Liaise with the ADI Next Gen subcommittee over collaborations on educational events and online presentations, with a focus on career development and qualification.</li> <li><input type="checkbox"/> Provide reports to Board, and at the AGM, on the careers and equality activities and impacts of the ADI’s educational and training programmes.</li> </ul>	
<p><b>Knowledge, skills and experience required:</b></p>	

#### Equalities and Diversity experience

- Is familiar with the current Equalities legislation and the statutory requirements of compliance with all relevant legal and best practice guidelines, and advising on these to the staff and Board of the ADI.

#### Event Organisation Experience

- Is familiar with the organisational, financial and planning requirements of staging on-site and online educational and training events, and is able to offer suitable advice, support and resource management on behalf of the ADI.

#### Integrity and Trust

- Is widely trusted; is seen as a direct, truthful individual; can present the facts in an appropriate and helpful manner.

#### Interpersonal Relations

- Relates well to a variety of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships, especially with local Study Club leads and with external partners in diversity contexts; uses diplomacy and tact to bring people together in mutual support; is aware of and promotes equality and diversity in all contexts and ensures these are monitored and adhered to in all ADI activity..

#### Written Communications

- Is able to write clearly and succinctly in a variety of communication settings and styles; can get information across that informs decision-making and the best use of resources for maximising the desired effect.

#### Advising the Study Club Local Leaders

- Maintains two-way dialogue with others, especially with the local organisers of the Study Clubs, on equality of opportunity, career development potentials, event content, organisation and desired results; supports understanding of event financial procedures and priorities; liaising with local leads on post-event reporting to Board.

#### Organising

- Can help plan and orchestrate multiple educational and training activities at once to accomplish a series of ADI strategic goals; uses resources effectively and efficiently and encourages others to do so; arranges financial information, reporting and files in a useful manner.

#### Strategic Agility

- Sees ahead clearly; can advise on current and impending equality and diversity legal issues; can anticipate future industry careers development parameters, educational needs, consequences and trends accurately; has broad knowledge and perspective of dental implantology industry and practice.

#### **Key Contacts:**

**Internal:** ADI Board and Sub-committees, Executive Director, Marketing Manager, Events Manager, Marketing and Events Co-ordinator, Office and Events Administrator Co-ordinator.

**External:** HR advisors, Study Club local leads, stakeholders, and suppliers of support services.

#### **Prepared by:**

Name: Richard Cantillon, Executive Director

Date: June 2023