

Board Role Description

Title:	Trustee - Young Dentists Officer
Reports to:	President and Board
<p>Main purpose of role: The Young Dentists Officer is the member of the Trustee Board responsible for overseeing and advising on the ADI's First Five Years early careers offer and liaising with the Next Gen ADI early careers sub-committee.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liaise with the Executive Director, staff and Board over the planning, promotion and management of the Association's overall career development programme activities and work to expand our commitment and focus in this area. <input type="checkbox"/> Monitor and advise on the financial viability of educational events as appropriate and ensure these are supported effectively by the ADI. <input type="checkbox"/> Liaise with the Events Manager, Next Gen ADI representative and Honorary Treasurer, to ensure that the financial support and management of our education, career support and development programme is carried out efficiently and reported upon accurately. <input type="checkbox"/> Draft the First Five Years report to be included in the annual Trustees' Report. <input type="checkbox"/> Liaise with providers as appropriate to ensure that we are exploring all the available options for assisting in the career development of Young Dentists. <input type="checkbox"/> Advise the Board on the implications and potential impacts on membership of the charity's strategic plans on careers advice, development and progression. <input type="checkbox"/> Liaise with the Executive Director over the development of the Association's educational and careers development budget, and over the monitoring of the Association's financial performance in this area. <input type="checkbox"/> Provide reports to Board, and at the AGM, on the educational activities, outcomes and impacts of the ADI's support activities for Young Dentists. 	
<p>Knowledge, skills and experience required:</p> <p><u>Experience of Organising Education-based Events</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Is familiar with the organisational, financial and planning requirements of staging on-site educational and career-based events, and is able to offer suitable advice, support and resource management on behalf of the ADI in providing these. <p><u>Integrity and Trust</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Is widely trusted; is seen as a direct, truthful individual; can present the facts in an appropriate and helpful manner and represent the viewpoints, concerns and needs of early-career Dentists. <p><u>Interpersonal Relations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 members and potential members at early stages of their careers; is a knowledgeable and reliable mentor; uses diplomacy and tact to bring people together in mutual support. 	

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 Early-Career Dentists and External Providers and Stakeholders

- Establishes and maintains two-way dialogue with others, especially with younger dentists, on event content, focus, organisation and desired career-enhancing results; supports understanding of event financial procedures and priorities; liaising with colleagues on post-event reporting to Board.

Organising

- Can help plan and orchestrate multiple careers and mentoring 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 assist and advise providers, practitioners and trainers on the planning and delivery of ADI careers and educational events; can anticipate future industry educational and upskilling 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: Training providers, stakeholders, and suppliers of support and career development services.

Prepared by:

Richard Cantillon, Executive Director

Date: June 2023