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| **Title:** | **Trustee – DCP Officer** |
| **Reports to:** | **President and Board** |
| **Term of Office:** | **3 years** |
| **Nomination and Voting:** | **DCP Members only** |
| **Main purpose of role:** The DCP Officer is the member of the Trustee Board responsible for overseeing and advising on the Association’s provision of support and education relevant to Dental Nurses, Practice managers, Dental Hygienists and Therapists, and ensuring their interests are represented equally alongside other ADI member categories in events and offers. | |
| **Key Responsibilities:**   * Liaise with the Executive Director, staff and Board over the planning, promotion and management of the Association’s external relations strategy regarding Dental Nurses, Practice managers, Dental Hygienists and Therapists in the dental industry and the latest technical developments in Implant Dentistry technology. * Liaise with external industry to identify opportunities for joint working, joint promotions and potential partnerships focused on these appropriate speciality areas. * Liaise with the Events Manager, Marketing Manager and Honorary Treasurer, to ensure that the financial support and management of joint events or DCP categories’ participation in Congresses and other events are appropriately publicised, carried out efficiently and reported upon accurately. * Draft the DCP report to be included in the annual Trustees’ Report. * Advise the Board on the implications and potential impacts of the charity’s strategic plans on relationships with Dental Nurses, Practice managers, Dental Hygienists and Therapists. * Provide reports to Board, and at the AGM, on DCP-focused partnership activities and impacts of the ADI’s involvement with external industry partners. | |
| **Knowledge, skills and experience required:**  Event Organisation Experience   * Is familiar with the organisational, financial and planning requirements of staging on-site training events appropriate to Dental Nurses, Practice managers, Dental Hygienists and Therapists, including participation from technical, industry and supplier partners, 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 external partners and companies at all levels; 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 External Stakeholders   * Maintains two-way dialogue with others, especially with the management and representatives of training and qualification bodies, organisations and companies; supports understanding of event financial procedures and priorities.   Organising   * Can help plan and orchestrate multiple partnership and mutual publicity, campaign and promotion activities at once to accomplish a series of ADI strategic goals; uses resources effectively and efficiently and encourages others to do so; arranges reporting in a useful manner.   Strategic Agility   * Sees ahead clearly; can assist and advise on planning and delivery of DCP participation in events; can anticipate future technical and industry developments, consequences and trends relevant to Dental Nurses, Practice managers, Dental Hygienists and Therapists accurately; has broad knowledge and perspective of dental implantology industry, practice management, technology and general dental 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:** Stakeholders relevant to Dental Nurses, Practice managers, Dental Hygienists and Therapists, and potential external partners, training and qualification suppliers. | |
| **Prepared by:**  Richard Cantillon, Executive Director  Date: June 2023 | |