

# The Lady Estelle Wolfson Emerging Leaders Fellowship



## Expressions of Interest:

## Project Information and Role Outlines

The Royal College of Surgeons of England (RCS England) wishes to recruit a clinical lead, working group and advisors for the redevelopment of The Lady Estelle Wolfson Emerging Leaders Fellowship. The programme aims to give women in surgery the confidence and tools they need to apply for, and secure, leadership roles within the College and more widely.

The programme will offer a series of learning events while enabling participants (Fellows) to benefit from observing leaders in their role. The Fellows will also have the support of a mentor or 'buddy' and opportunities for developing a support network.

The formal learning will comprise a series of eLearning modules and face to face workshops (or synchronous online workshops if deemed necessary). The learning will include themes such as being a positive influencer, teamwork, inclusive leadership behaviour and inspiring others. Each module will allow for reflection and practical application of the skills and behaviours.

We are proud to design practical skills and professional development courses and eLearning programmes that are delivered to over 10,000 participants every year, making us one of the largest providers of surgical education in the world. We believe in combining innovation and expertise to deliver the highest quality in surgical education.

### Who Can Get Involved?

We are seeking a clinical lead, working group members plus those willing and able to contribute to the development and delivery of this exciting programme.

We welcome faculty from a variety of backgrounds and experience. We are keen to build a community of faculty who can act as role models to course participants and represent the diversity of people who work in surgery.

## Commitment

The level of commitment will vary with role, the biggest and most wide ranging commitment being that of clinical lead. For working group members and advisors, there is likely to be flexibility to accommodate your interest and availability within the development programme.

Most roles within the learning department are voluntary and we are grateful to our faculty members who donate their time to support excellence in surgical education. This practice applies to the working group and advisors.

The College does however recognise that Clinical Leads are committing more time and has developed a model whereby it contributes towards remuneration directly to their employing trust. See the remuneration details within the job description below.

## Working Practices

We expect most of the development work, including the communications between the working group and College staff to be maintained virtually. Depending upon your role, there may be a requirement to attend a meeting at the College from time to time. Standard class travel will be arranged by the College, together with accommodation, if overnight stays are required. All travel and subsistence claims will be managed according to College policy.

## Roles Available

**Clinical Lead** – works alongside the Council Lead and represents the College as the public face of The Lady Estelle Wolfson Emerging Leaders Fellowship programme and is responsible for the final outputs

**Working Group** – contributes to the development of content and resources

**Advisor** – this could be through a content review or focus group

When the course goes live, we will also welcome applications from those who would like to act as a buddy/mentor as well as those interested in delivering the workshop elements.

## Application

Informal advice may be sought from the Learning and Development Lead, Liz Brookfield, [lbrookfield@rcseng.ac.uk](mailto:lbrookfield@rcseng.ac.uk).

**Clinical Lead Applications:** Those interested should send

- a CV, focussing on how they meet the person specification below
- a short statement of how they would carry out the role and why they are the right person to lead this piece of work
- the names of two referees

These should be sent to [AKujaszewska@rcseng.ac.uk](mailto:AKujaszewska@rcseng.ac.uk). We will be following a 'blind shortlisting' process and so names and other personal information will be removed from your CV before the applications are shortlisted for interview.

Closing date for receipt of applications is **Thursday 1 July 2021**. Interview dates are still to be confirmed but will be held via a virtual meeting.

**Working Group/ Advisors:** Those interested in these roles should send a CV and a short statement focussing on how they would like to get involved to: [AKujaszewska@rcseng.ac.uk](mailto:AKujaszewska@rcseng.ac.uk)  
Closing date for receipt of applications is **Thursday 5 August 2021**.

# Clinical Lead: Job Description and Person Specification

## Job Summary

Working closely with the Council Lead and staff team, the Clinical Lead will have responsibility for developing The Lady Estelle Wolfson Emerging Leaders Fellowship. The initial focus will be developing the elements of the programme which would work well in a digital format so that we can maximise our reach.

## Role

In collaboration with the Council Lead, the Clinical Lead role represents the College as the public face of The Lady Estelle Wolfson Emerging Leaders Fellowship programme and is responsible for the final outputs of the programme.

## Responsibilities

The Clinical Lead responsibilities include:

- Leading and promoting The Lady Estelle Wolfson Emerging Leaders Fellowship programme.
- Working as part of a team including the College's educational team
  - Working with the Project Manager to confirm a development programme and ensure that agreed deadlines are met and content is released to schedule
  - Working with the Educator to ensure the quality and standards of the educational content and that any clinical content is relevant and meets the required standard.
- Supporting recruitment of the working group and leading the development work, ensuring the content is in line with UK Curriculum, UK practice and guidelines.
- Ensuring that the programme delivery meets the required quality standards and criteria in terms of the agreed purpose, learner experience expectations and learning outcomes.

The role will report to the Director of Learning and Chair of the Learning Committee at the Royal College of Surgeons of England and will be required to attend review meetings and participate in an annual appraisal.

We expect that most of the development work, including the communications between the working group and College staff to be maintained virtually. There may be a requirement to attend a meeting at the College from time to time. Standard class travel will be arranged by the College, together with accommodation, if overnight stays are required. All travel and subsistence claims will be managed according to College policy.

The post will be for two years subject to satisfactory performance.

## Person Specification

### Essential

- Experience of one of the following:
  - developing professional development programmes such as professional development
  - undertaking a formal professional development programme and/ or demonstrable interest and experience in this area of work
- Outstanding ability to lead and manage a group of individuals

- Excellent communication skills with stakeholders at all levels and interests
- Experience developing or using education in multiple formats including digital
- Effective interpersonal and time management skills
- Creative and energetic team player with proven leadership qualities
- Current Fellow of the Royal College of Surgeons of England
- A current trainer, fulfilling or working towards the GMC trainer requirements or meeting the expectations for a clinical supervisor
- Confidence using IT for communication (e-mail, word processing, spreadsheets, MS Teams, Skype meetings etc).

#### **Desirable**

- Master's in medical education, or an equivalent qualification or experience
- A current trainer, fulfilling or working towards the expectations for an education supervisor
- Previous experience of The Lady Estelle Wolfson Emerging Leaders Fellowship and/or similar programmes
- Ability to develop effective partnerships with relevant stakeholders and organisations
- Previous experience in an educational leadership role such as a surgical tutor, training programme director or working within a local HEE or medical school

#### **Remuneration**

The College has developed a model whereby it contributes towards remuneration directly to their employing Trust rather than the individual. The employer can thus make appropriate local arrangements to cover clinical commitments and the individual has no break in service, resuming their own contract when demitting from the role.

The sessional commitment for this role is one PA per week. The successful candidate will therefore need to agree and make arrangements with their trust and any agreement will be between the College, the trust and the individual.

Draft 4, 10 May 2021  
Liz Brookfield

Approved for release, 12 May 2021, Louise Goldring