

Job Description

Widening Participation Fellow

Salary:	Grade 7
Contract:	Part time and fixed term for one year
Location:	Canterbury
Responsible to:	Lead for Admissions or nominee
Job family:	Administrative, professional and managerial



Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of 108 pioneer students in September 2020. Our vision for KMMS is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of person-centred medical education.

Lead by its Founding Dean, Professor Chris Holland, the School offers 100 Home/EU and up to 8 international undergraduate medical places on a yearly basis. The five-year undergraduate programme is taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.

The University of Kent is a leading academic institution. It has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences. The University of Kent is also one of two equal partners in the Medway School of Pharmacy (MSOP) which opened in 2004 and graduated its first MPharm students in 2008. The MSOP is underpinned by the University of Kent and the University of Greenwich and is based on a shared campus in Medway.

Canterbury Christ Church University has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

Equity, Diversity and Inclusion

We welcome applications from members of all the non-majority parts of our community and KMMS is committed to the fair treatment of all staff and students and ensuring that the learning and working environment are supportive and inclusive for all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's commitment to equality and diversity. KMMS will work towards attaining an appropriate Athena Swan award.

Job purpose

To contribute to the ongoing development of an effective Widening Participation to Medicine programme aimed at young people.

This programme sits within the outreach policy and existing structure of Kent and Medway Medical School, and alongside the existing Access provisions of both the University of Kent and Canterbury Christ Church University, to work synergistically with the KMMS admissions policy to engage young people and encourage them to consider and participate in medicine and health careers.

The core focus for the role will be supporting the KMMS Lead for Admissions to deliver and strengthen an outreach programme for pupils in Kent schools.

This will require the further development and implementation of an innovative Virtual Medical Society (VMS), to reach out to young people in our local schools, foster enthusiasm for medical and health careers, and assist and mentor young people towards a level of achievement which carries a realistic chance of admission to KMMS and other medical schools. This post has primary responsibility for developing content and online delivery of the Virtual Medical Society, as well as some in-person sessions.

KMMS is exploring a further development in outreach. We plan to develop and implement a Y14 conversion school for students in Kent nonselective schools, whose schools offer vocational pathways in preference to A level subjects needed for medicine. The postholder will be involved in the planning stages and in delivery of some aspects of the Y14 provision, although this has been delayed due to governmental decisions on alternative level 3 qualifications.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Design innovative widening participation activities and deliver them through the VMS to a range of young people in the region to raise aspiration and prepare them for successful application to medicine.
- Review existing content for VMS sessions and refresh on a continuing basis to ensure its current and relevant to the target audience.
- Mark and feedback on students submitted VMS work via the Thinkific platform to encourage student engagement.
- Develop and deliver new content appropriate to the Y9-12 sessions for VMS as well as for periodic in person VMS days.
- Provide specialist advice and contribute to the management of KMMS widening participation and admissions team to fulfil outreach and selection activities.
- Work effectively with other stakeholders and service providers to optimise the provision of widening participation to the Kent and Medway area.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Develop and present original content to engage, interest and develop Y9-12 pupils.
- Engage with the wider activities of recruitment and selection.
- Effective networking at a range of levels, for example, where appropriate the role holder will initiate new networks or bring different groups together to investigate new needs in widening participation. The developmental or monitoring nature of these networks require different and flexible timetables, for example, some meetings may be required several times a week at the outset of a development while other key meetings are once per year.

Facts & figures

The Virtual Medical Society (VMS) currently runs every 2 weeks for a 40 week period to correspond to the term dates of Kent and Medway schools. It is online, usually 5-7 pm on a Tuesday evening, although this can be changed to fit in with the appointee's clinical rota (where applicable).

There are at least 2 VSM in-person activities per year, a launch in October and a graduation in May. There are occasionally additional activities such as school visits, careers fairs and interview days. The VMS enrolls around 30 students in each year Y9-12.

Additional Information: If the post holder is in clinical practice, they will undertake clinical sessions as appropriate, within reasonable travel distance to Kent and Medway region. Matters relating to honorary clinical contracts, accreditation and on-going clinical practice will be discussed on an individual basis with the successful candidate.

Clinical accountabilities and responsibilities: It is recognised that candidates for this post may come from a range of medical posts. KMMS considers that this post is particularly suited to early career doctors who are putting together portfolio careers, either temporarily, between stages of specialist training, or permanently, after completing their training.

Internal & external relationships

Internal: The appointee will work closely with the KMMS Outreach Officer and under the supervision of the Academic Lead for Admissions. Relationships with academic/research/professional services staff within KMMS. Outreach and widening participation teams and staff across both partner Universities.

External: Networking with a range of community organisations, individual schools across Kent and Medway, Kent and Medway Progression Federation, Kent County Council. Appropriate colleagues at our partner medical school, Brighton and Sussex Medical School (BSMS).

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be a requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses and, if necessary, to schools in Kent and Medway

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- A primary UK medical qualification (or equivalent) (A)
- Academic credibility with a track record of excellence in medical education (A, I)
- Experience of widening participation activities (A, I)
- Sound understanding of quality assurance and enhancement issues (I)
- Ability to innovate in relation to the development of selection and widening participation (I)
- Understanding of current issues in medical education (I)
- A proven ability to work cooperatively and collaboratively with colleagues and contribute to multi-disciplinary projects (I,T)
- Clear evidence of organisational, administrative and IT skills (A, I, T)
- Excellent inter-personal and communication skills (I,T)
- Adaptable to change and resilient under pressure (I)
- Willingness to take on additional responsibility in KMMS (I)

- Ability to exercise discretion, tact and maintain confidentiality (I)
- Ability to help shape an environment where less experienced colleagues can learn and develop (I)
- Ability to articulate the School's objectives in a way that encourages others to engage with the vision (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role (I)

Desirable Criteria:

- A post graduate teaching qualification (e.g Post Grad Cert) or Membership or Fellowship of the HEA or AoME (A)
- Understanding of the selective secondary school system in the region and issues relating to attaining level 3 qualifications required for medical admissions within the system (A, I, T)
- Sound understanding of national and international development in selection and widening participation (A, I, T)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage