



UK Practice Module Facilitator

The Head of Learning Content and Partnerships is seeking to engage experienced facilitators for the practice module case study workshops.

“Task” and “Person” Specification:

“Task” Specification

Facilitators will:

- Attend at least one but maybe two workshops each year that are held online.
- Collaborate with members of the Learning Content and Partnerships team.
- Review initial submissions by candidates.
- Assess candidates submissions and ask questions around the detail submitted.
- Maximise learner participation and engagement during the workshops.
- Contribute to individual and programme evaluation/continuous quality improvement.
- Provide feedback to Lifelong Learning team to ensure Module design and delivery meets learning and programme goals.
- Moderate and monitor learner progress in accordance with requirements.
- Maximise learning outcomes via attention to group and individual engagement and dynamics.
- Show good leadership, guidance, and direction in the online learning environment.
- Set the agenda, objectives of the discussion, and timetable, to effectively meet Module goals.
- Keep discussions and tasks on track, contribute special knowledge and insights, weave together various discussion threads and course components, and maintain group harmony.

Tenure:

The workshop facilitator role duration is normally 1 year, renewable at the discretion of the Head of Learning Content and Partnerships.

Time Commitment:

- Attend one or two online workshops each year. Each session will last for around three hours.
- The default session time is 09:30 – 12:30 UK time but this will be confirmed ahead of the course date.
- We would require you to be present for the entirety of the sessions.
- Allow at least 2-3 hours of preparation in advance of the seminar, 30 minutes before each seminar and one hour after.

“Person” Specification

We are looking for someone who:

- Is a Fellow of the IFoA.
- Holds or has recently held a practicing certificate in the area relevant to the course they will facilitate.
- Is comfortable with public speaking.
- Can show experience in facilitating groups.
- Can demonstrate an in-depth knowledge of a relevant practice area and a good grasp of current issues facing actuaries in senior practicing certificate roles.

In return, the facilitator will receive:

- The chance to engage with the Engagement and Learning Directorate and to interact with participants to instil the key principles for future PC holders.
- Opportunities for CPD in line with the current scheme arrangements.

Additional Information:

The IFoA delivery team is made up of IFoA Executive staff and our volunteer community. Every individual who supports the IFoA, is valued, and are recognised, as part of our volunteer community and works in partnership with the IFoA Executive staff to deliver our strategy and Royal Charter, in line with our values.

At the IFoA the term “volunteer” includes volunteers (members and non-members: lay), Office Holders, and Self Employed Contractors (paid roles).

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