



Institute
and Faculty
of Actuaries

Institute and Faculty of Actuaries

The Committee for Lifelong Learning in Risk Management - Chair

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an experienced, proactive and innovative volunteer to take on the role of Chair of this important sub-committee. This volunteer will be someone who has a desire to help develop the programme of CPD events and topics which enhance the education and continuing professional development of their peers, working in the Risk Management Practice Area.

'Task' and 'Person' Specification

'Task' Specification

The Committee for Lifelong Learning in Risk Management would like to help the profession be at the forefront of anticipating issues and responding to proposed changes. In order to achieve this, the Chair will co-ordinate and lead members of the sub-committee to enable them collectively, and working in conjunction with the Executive Staff, to play their part in helping the profession to deliver the following activities:

CPD (lifelong learning):

- develop the Risk Management CPD programme and forward event planning including:
 - liaison with relevant boards/groups/committees and relevant Executive staff to plan content for cross-practice events
 - developing and maintaining a framework which summarises the main subject areas which need to be covered, and use this as a tool for planning appropriate provision. This includes ensuring that:
 - CPD covers a range of relevant topics
 - CPD is at various levels (beginner, intermediate and high)
 - CPD is provided in locations where there is a concentration of members within a specific practice area
 - there is appropriate professionalism development within the CPD programme.
- monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced / incorporated into event planning)
- working with the Risk Management Board providing guidance and direction
- ensuring the sub-committee complies with the principles set out in the IFoA's governance manual and volunteer information pack (VIP).

Support and develop the CERA qualification

- provide input to the development of the CERA Seminar when required
- support the marketing and promotion of the qualification

‘Person’ Specification

The Chair will be selected by the Chair of the Risk Management Board together with a senior member of the Executive staff, and this will be approved by the Risk Management Board. He or she will require to be someone who:

- is a Fellow or Associate of the IFoA with at least three years’ experience in the Risk Management practice area
- has a proven track record of chairing a senior committee, and is comfortable with public speaking
- has a good industry profile and an excellent and existing network of contacts within the risk management community
- has a desire to help shape and develop the future of the risk management community of the profession
- is able to identify key issues affecting the risk management practice area of the profession as these arise
- is able to delegate tasks to sub-committee members
- has a knowledge of contemporary delivery of events and conferences, including online events (desirable)
- has a good understanding of the background of the IFoA’s events and conference offering (desirable)

Tenure

The appointment is for two years.

Time commitment

This would equate to approximately one to one and a half days per month. The majority of time commitment can be carried out at a time and day that best suits the volunteer but participation is required at five meetings per year which are two hours in length. Participation in person is not required at this time and video conference call is available for all meetings. Dates of the meetings are provided well in advance.

In addition, as Chair of this sub-committee you are a member of the Risk Management Board which meets five times annually.

In return, the volunteer will:

- be able to influence and contribute to the practice area at a policy level
- be provided with excellent professional support and assistance during your tenure on the committee
- have the opportunity for personal and professional lifelong learning, which could include the opportunity to gain CPD for this support if in accordance with the [CPD Scheme](#).
- develop an effective network of contacts across the industry.

July 2020