



The Institute and Faculty of Actuaries

Education Committee - Disability Representative

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an appropriately experienced individual to be appointed in the role of Disability Representative on the IFoA's Education Committee. The ideal candidates will have direct experience of addressing the needs of people with disabilities.

We encourage applications from a diverse range of potential candidates, in terms of, but not exclusively gender, age, disability and ethnicity, as well as reflecting the geographical spread and practice areas of our membership.

Task and Person Specification:

Task Specification

Background

The IFoA is the UK's only chartered professional body dedicated to educating, developing and regulating actuaries based around the globe. We have a worldwide membership of over 30,000 of which over 50% are student members. 47% of our membership and 64% of our students are based outside the UK, reflecting the increasingly global nature of actuarial practice.

Our Council sets the IFoA's strategy, with Executive staff responsible for its execution. Management Board is responsible for the delivery. Operational aspects of the pre-qualification processes are delegated to the Education Committee to oversee.

The Disability Representative will be expected to:

- Ensure that Education Committee takes into considerations the requirements of members with physical and learning disabilities in its decision making.
- Where applicable, provide sector best practice exemplars to IFoA Executive staff, of other Education, Professional Body or Industry/Sector practice in supporting members with disabilities.
- Work with Education Committee to identify the barriers to qualification that members with a disability may experience and suggest schemes/policies/strategies for removing them.
- Work with the Chair of the Student Consultative Forum and Student Disability Representatives in championing the voice of members with disabilities.
- Support IFoA Executive staff in the annual review of Access Arrangements and Mitigating Circumstances policies.
- Participate in ad-hoc task and finish groups as detailed by the Chair
- Understand and adhere to good governance.

Tenure

The Disability Representative will be appointed for a period of three years.

Time commitment

The Education Committee meets five times each year (Sep, Nov, Jan, Mar and May) for half a day and participation will be via face to face meetings in London, by telephone or video conference call, to meet individual circumstances. The timings of the meetings are arranged to be sympathetic to the time zones of any international members.

In addition to these meetings there will be follow up actions and communications between meetings by email and telephone.

The total annual time commitment is around 60 hours per year

Person Specification

Essential

- An Associate (not undertaking examinations) or Fellow of the IFoA.
- Experience in supporting and/or addressing needs of individuals with disabilities within either Education, Professional Body or workplace.
- Understanding of the current IFoA's pre-qualification processes.
- Understanding of the strategy of the IFoA, particularly its Education strategy.
- Strong and effective communication and interpersonal skills.

Desirable

- Experience of working with the Equality Act 2010 Experience in writing/influencing/inputting into policy documents or schemes which support individuals with disabilities.

The successful candidate will be appointed commencing early in 2021.

Student members of the IFoA or other Actuarial Associations, or IFoA Associates undertaking examinations, are not eligible to apply for the role.

January 2021