



Institute
and Faculty
of Actuaries

Stage 2 Online Professionalism Course Facilitator (paid role)

We are currently seeking to create a pool of volunteers who will facilitate online discussions around ethical issues arising from case studies.

“Task” and “Person” Specification:

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- to facilitate online discussions around ethical issues arising from case studies.

Reporting:

The Professionalism Pool is overseen by a Convener and the Executive Lead is the Head of Professionalism.

Tenure

This is a three year appointment and may be renewed for up to a further three years.

Time commitment

This will vary but is based on around 10 to 12 courses per year. Each course runs for one week with pre reading sent in advance. Facilitators are asked to contribute at intervals throughout that week.

With sufficient support, we would anticipate facilitators doing around three courses per year and it will be for the volunteer to advise whether they are available to participate.

As the courses are online, location is not an issue but there will be specific times within which volunteers are expected to contribute online.

Remuneration

We are seeking volunteers to join a pool and to be trained in the delivery of this service. This aspect of the role is a volunteer appointment. When you are invited to deliver a course you will be entitled to remuneration for the delivery of this course. The details of the payment and method of payment will be explained to you during the training, however, if you would like to find out more before volunteering please contact [Fiona Goddard](#), Head of Professionalism, and she will be happy to talk you through what is involved.

Training

Training will be held in the form of a virtual (online) workshop for volunteers in May 2020, date to be advised.

“Person” Specification

We are seeking support primarily from Fellows or Associates of the Institute and Faculty of Actuaries, (IFoA) due to the experience required. We would also welcome expressions of interest from Lay-members who meet the below criteria and demonstrate the relevant experience.

Ideally volunteers for this opportunity will:

- be qualified members of the IFoA
- have a deep understanding of professionalism and ethics, in an actuarial context, including the Actuaries’ Code
- have empathy regarding the way professionals must navigate often complex ethical issues in the commercial environment and be sensitive to the associated pressures and conflicts
- be able to distinguish cases in which participants have reached different but defensible conclusions about an issue from cases in which a view cannot reasonably be defended, and to be able to give an appropriate steer in cases of the latter
- be sensitive to both the potential advantages and the risks and difficulties in an on-line environment that relies on written interaction without any audio or visual support
- be able to challenge participants and stimulate open and honest debate without unduly controversial questions or comments
- be sensitive to cultural and international differences
- be familiar with the work that actuaries do.

In return, the volunteer will receive:

- full training in the form of a workshop – training date is to be confirmed
- excellent administrative support from the IFoA Executive staff
- remuneration for the courses which are delivered.

March 2020