

Job Description and Person Specification

Job Details	
Job Title	Students and New Professionals Officer
Hours of work	1.0 FTE
Contract	Permanent
Line manager	
Accountable to lead:	Director of Industrial Strategy & Member Relations
Matrix Manager reporting	Director of Professional Policy Professional and Education Manager External Relations, Marketing and Communications Manager
Place of Work	This is a home working post involving travel when required.
Grade	C1 – £41,100 plus home working allowance £888 per annum
Information about the Society	<p>The Society and College of Radiographers (SCoR) are two separate companies operating together to provide service and support for radiography professionals. Together they comprise the professional body and trade union for those practising in medical imaging and radiotherapy.</p> <p>The Society is a trade union affiliated to the TUC with approximately 30,000 members. The College is a charitable body registered in England and Scotland. Although legally distinct companies, the Society and College operate seamlessly and have common objectives concerned with the promotion and development of medical imaging and radiotherapy, the promotion of study and research into radiography, and public awareness of the profession. All of these objectives are seen to be directly in the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>
Purpose of Job	<p>Demand for diagnostic and therapeutic radiographers increases year-on-year, and offering pre registration students and apprentices support is an organisational priority. Nine out of ten people accessing an NHS care pathway will be supported by diagnostic radiographers and over half of patients with cancer will require radiotherapy treatment and care delivered by therapeutic radiographers. Government recognise that addressing this growing demand is essential in meeting all of the key national targets for cancer, stroke, heart disease, and respiratory conditions,</p> <p>This post is critical in supporting the organisational objectives within the SCoR. The Student and New Professional Officer will help lead, develop and implement our policies and practices around recruiting, retaining, and engaging student (and apprentice) members. They will also provide support and a continuing link for students/ apprentices as they transition into the workplace as new professionals.</p> <p>The post provides an exciting opportunity to contribute to developing important policies and campaigns, alongside contributing to developing Member Voice – making sure what we say and how we say it reflects the priorities of the next generation of radiography professionals.</p>

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Key Relationships	
Internal	Director of Industrial Strategy & Member Relations Director of Professional Policy Professional and Education Manager External Relations, Marketing and Communications Manager
External	Student and Newly qualified radiography members Higher Education Institutions
Main Duties and Responsibilities	
<p>Working to the SoR Director of Industrial Strategy and Members Relations, as part of the Trade Union and Industrial Relations team, supported by the Director of Professional Policy and the Professional and Education Team the National Student and New Professional Officer will:</p> <ol style="list-style-type: none"> 1. Contribute to developing Student and New Professional member recruitment policies and activities and lead on their implementation. 2. Lead the further development of the organisations national Student Forum. This will include: <ul style="list-style-type: none"> • identifying Student Representatives and SoR champions within Higher Education Establishments; • Through support and coaching, empower these Representatives to provide a strong Student Voice inside the Society and College, including participation in other relevant SoR Networks; • Promote and support the New Professional Voice across all aspects of the Society’s work – including policy formation, campaigning, research and publications. • Facilitate and/or Represent this Student Voice to external stakeholders when required. 3. Lead for the Society in developing and establishing a New Professional’s Forum, as an extension of the Student Forum. This will include: <ul style="list-style-type: none"> • Encouraging Student Representatives and Champions and others to become accredited Society Representatives and professional Champions; • Promote and support the New Professional Voice across all aspects of the Society’s work – including policy formation, campaigning, research and publications. • Facilitate and /or Represent the New Professional Voice to external stakeholders when required. 4. Contribute to and support the development of Society and College of Radiographers publications and campaign communications to promote the Student and New Professionals perspective and Voice. 5. Supporting a Student and New Professionals perspective in all policy and campaign development (e.g. pay and reward; access to professional development and support as Students and New Professionals; issues of status and treatment at work; input into professional body guidance for example education and career framework guidance). 	

6. Liaise closely with Society of Radiographers Network leads in ensuring there is a strong Student and New Professional perspective, particularly to our anti-racism work and all work promoting Equality, Diversity and Inclusion.
7. Provide advice and support to 'New Professionals', in partnership with their relevant National, Regional and Professional Officers to sustain their active membership of their profession.
8. Provide advice, guidance and where appropriate representation, to student members relating to sustaining their education and professional development.
9. Actively support Society and College of Radiographers Conferences and Events to ensure the Student and New Professional Voice is appropriately reflected across events.
10. Attend and participate in all appropriate SOR meetings including National and Regional Officer (NORO) meetings and Professional and Regional Officer Meetings (PROM) and Professional and Educational Team meetings.
11. Undertake other duties which may be appropriate within the areas of responsibility of the post
12. Carry out all duties in accordance with the policies and procedures of the Society and the College

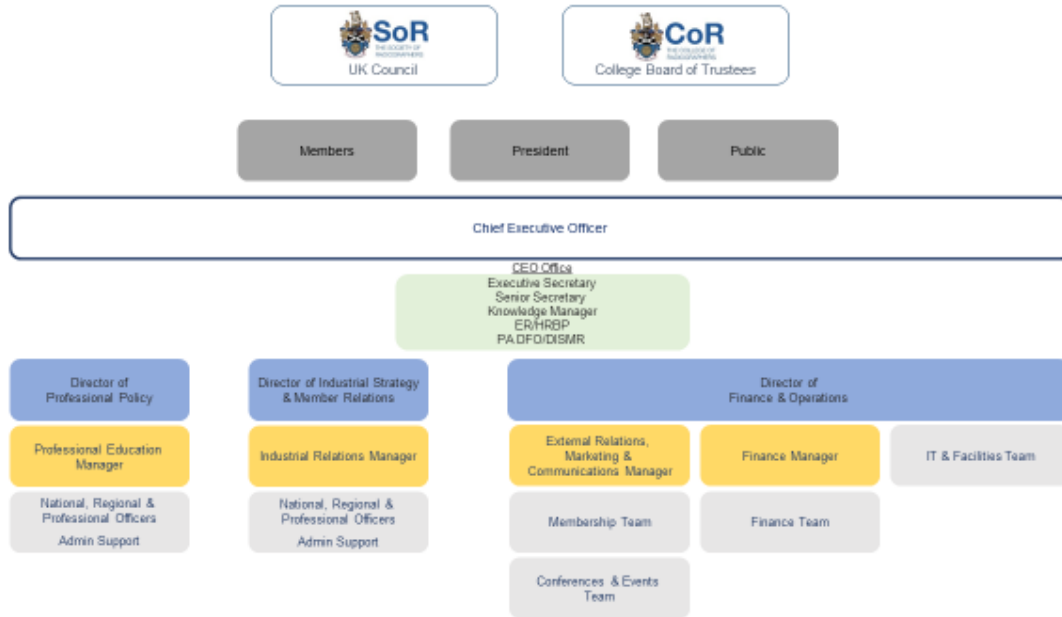
Additional Notes and Changes

This is a description of the role, as it is presently constituted. It is the practice of the Society and College to examine job descriptions from time to time and to update them to ensure they relate to the role as then being performed, or to incorporate whatever changes are being proposed. This would be conducted in consultation with you.

The Society and College aims to reach agreement on changes, but if an agreement is not possible, the Society and College reserves the right to insist on changes to your job description, after consultation with you.

Skills /Experience required	Essential	Desirable	Evidenced by (Application form, test, interview etc.)
1. Educated to degree level or equivalent	✓		Application
2. HCPC registered radiographer	✓		Application
3. A working knowledge and understanding of the radiography professions, the pre-registration training programmes for radiography including sonography students and nuclear medicine technologists, and structures and the implications for wider SCoR policy and practice,	✓		Application
4. Has a broad understanding of health and social care policy	✓		Interview
5. Excellent communication skills, both verbal and written, including the delivery of presentations and training.	✓		Application, interview, references
6. High level of confidence and working understanding of how to promote engagement using social media and other technologies, balanced with a strong working understanding of the social, moral and legal responsibilities around personal data and information governance.	✓		Interview
7. The ability to think clearly and analytically, including using data, to support and inform arguments, presentations and campaigns.	✓		Interview
8. A working understanding of strategic social, economic and political challenges associated with meeting the rising demand for the radiography workforce.		✓	Application, interview
9. An understanding of the role played by trade unions/professional bodies and the challenges they face in recruiting and retaining members	✓		Application form, interview
10. The ability to handle sensitive information with discretion, understanding and clarity of purpose.	✓		Interview
11. The ability to empathise with members and their problems and to respond to them sensitively.	✓		Application, Interview, references

13. Good time management skills and the ability to manage a varied and diverse workload on a self- directed basis	✓		Application form, interview
14. A proven ability to work alone to set priorities	✓		Application form, interview
15. Ability and willingness to travel when needed, including occasional over night stays away from home.	✓		Interview



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