



Role Description

Chair of the Education & Training
Committee

Role Summary

The Joint Council for Cosmetic Practice (JCCP) is a UK Based charity registered with the Charity Commission (number 1177540) . The role is to Chair the Council's Education & Training Committee to enable the committee to fulfil its responsibilities for the approval of qualifications, awarding organisations and education providers whose qualifications meet the JCCP's standards and competencies.

The work of the Committee includes the review and approval of qualifications, awarding organisations and education & training providers, partnership work with organisations such as national regulators to enable the application of JCCP standards, competencies and liaison with the JCCP Board of Trustees to achieve the aims of the organisation.

As the cosmetic sector moves towards tighter government regulatory control, this role presents the successful candidate with the opportunity to effect meaningful change, supporting the JCCP in its charitable objects of patient safety and public protection.

The position entitles the holder to take up the post of trustee of the JCCP. Alternatively, the position requires the holder to attend Board meetings as a non-voting member to represent the interests of the Education and Training Committee to the Board.

Duties and Responsibilities

Operational Leadership

- Chair the JCCP's Education & Training Committee, working with the JCCP Registrar and Committee Vice Chair to plan and manage on-line bimonthly meetings and review of qualifications and providers.
- Responsibility for the Committee's performance regarding the delivery of its key operational objectives/activities to meet all key performance indicators.
- Working with the Vice Chair of the committee, oversee the qualification approval process, allocating applications to reviewers with no conflict of interest and working within agreed timelines to produce reports.
- Attend bi-monthly virtual meetings of the JCCP Board of Trustees, to report on progress and action key priorities

Governance

- Apply scrutiny to qualifications and education providers applications, to provide assurance that the qualifications meet the Education Standards set out by the JCCP, and align with the JCCP competency Framework
- Chair Bi-monthly virtual meetings of the Education and Training Committee (approx. 1.5 hours in duration)
- Act in a manner which reflects the Nolan Principles of Public Life

External Relations

- To represent the Charity as required with external stakeholders including local or national government, regulatory authorities, the media, involved stakeholders and the public
- Act as an ambassador for the JCCP cause and the Charity
- Act with integrity and confidentiality and declaring all conflicts of interest
- Facilitate change and address any potential conflict with external stakeholders

Relationship with the Executive Chair and Registrar, Board of Trustees and the wider JCCP organisational team

- Establish and build a strong, effective and a constructive working relationship with the JCCP Executive Chair and Registrar and wider team, ensuring they are held to account for achieving agreed operational targets
- Liaise with the Registrar and finance team to confirm payments due to reviewers on completion of agreed work

Person Specification for Chair of the Education & Training Committee

In addition to the qualities required of a Trustee of the charity, the Chair of the ET Committee must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to represent a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending virtual meetings

Experience

- Experienced educationalist with experience of qualification development and approval at a wide range of academic levels (England: levels 4-7) in the health-related sector
- Successful track record of achievement through their career
- Experience of external representation, delivering presentations and effective engagement with stakeholders
- Experience of chairing meetings and events
- Ability to withstand personal challenge and act with integrity
- Ability to influence at all levels including government, regulators and professional organisations

Knowledge and skills

In addition to the qualities required of a Trustee of the charity, the Chair of the ET Committee must also meet the following requirements:

Essential

- Teaching/assessing qualifications in the Higher Education, Further Education or Vocational sector (PGCE or equivalent) with specific expertise in post graduate vocational qualifications
- Experience of qualification development & validation/approval in the HE/vocational sector

- Understanding of regulation in the public sector, client/patient safety and harm free care
- Strong leadership skills, ability to motivate volunteers and bring people together
- Awareness of equality and diversity issues
- Ability to listen and communicate effectively
- Ability to command the respect of JCCP stakeholders.
- IT skills (use of e mail, word, PowerPoint, Teams, virtual learning environments)

Desirable

- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of higher education, apprenticeship and vocational routes to qualification achievement

Time Commitment

- 4-6 Committee meetings per year (at present these are virtual 1.5 hour meetings)
- Oversee/scrutinise educational assessment reviews per year and participate in reviews or visits where required.
- Attendance at bimonthly Board meetings (at present these are virtual 2 hourly meetings)
- Virtual attendance at periodically scheduled approval meetings with new/renewing education providers/qualification providers

Terms and Conditions

- 4 year term renewable for up to 3 terms
- Agreed expenses
- Non-Remunerated
- Standards in public life – The Chair must demonstrate knowledge and commitment to the ‘Seven Principles of Public Life’ as set out by Nolan.
- The Chair must also declare any conflict of interest that arises in the course of Council business.