



## Role Description

Trustee & Chair of the Education &  
Training Committee

## Role Summary

The JCCP is a UK Based charity registered with the Charity Commission. The role is to Chair the 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 standards and competencies and as a Trustee to represent education matters at the Board of Trustees Meetings. All JCCP trustees are required to acknowledge the responsibilities they hold as a Trustee of a UK based charity.

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 fast track assessment process, and liaison with the Board of Trustees to achieve the aims of the organisation. The Committee has a broader remit to raise standards in the sector in cooperation with all other stakeholders.

## Duties and Responsibilities

### Operational Leadership

- Chair the JCCP's Education & Training Committee, working with the Vice Chair to plan and manage bimonthly meetings and review of qualifications and providers.
- Work in partnership with the JCCP Executive Chair and Registrar on significant issues and procedures in relation to raising education and training standards in the sector.
- Responsibility for the Committees performance regarding the delivery of its key operational objectives/activities to meet all key performance indicators.
- Working with the Vice Chair of the committee, manage the qualification approval process, allocating applications to reviewers with no conflict of interest, keeping accurate records and working within agreed timelines to produce reports.
- Attend meetings of the Board of Trustees, to report on progress and action key priorities.
- Attend meetings of the JCCP Oversight Committee which manages a range of JCCP operational matters including finance, budgets, new project development, complaints management and other key matters.

## **Governance**

- Apply scrutiny to qualifications and education providers applications, including where necessary site visits, 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 meetings of the Education and Training Committee
- 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 Executive Chair and Registrar and wider team, ensuring they are held to account for achieving agreed operational targets
- Liaise with the finance team to confirm payments due to reviewers on completion of agreed work

## **Person Specification for Chair of the Education & Training Committee**

### **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 meetings (or virtual meetings)

### **Experience**

- Senior educationalist with experience of qualification development and approval at a wide range of academic levels (England: levels 4-7) in the health/aesthetic.
- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events
- Ability to withstand personal challenge and act with integrity in a challenging sector
- Ability to influence at all levels including government, regulators and professional organisations

### **Knowledge and skills**

#### **Essential**

- Teaching and assessing qualifications in the Higher Education, Further Education or Vocational sector (PGCE or equivalent) with specific expertise in post graduate vocational qualifications
- Qualification Development & validation or approval in the HE/vocational sector
- Broad knowledge and understanding of the non-surgical cosmetic sector and current issues affecting it.
- 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
- Good understanding of charity governance issues
- 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 meetings) which may involve travel throughout UK.
- Taking notes of meetings and developing documents for review as required
- 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 meetings) which may require travel throughout UK
- 2 working days per month.
- Approximately 24/30 days per year.

## 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.

**January 2026**