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## Criteria

### Chartered Psychologists, Full Divisional Members with additional criteria

Some roles have criteria attached, including Chair, Honorary Secretary and Honorary Treasurer. This may include leadership experience in the DOP or experience of managing budgets. Please check the role descriptions for details.

These positions provide the opportunity to make a difference to the direction of activities in the DOP and help us promote and develop our profession.

Full members can also apply for any other committee positions including Strategy Group Conveners to work across different groups.

There is an annual call for nominations in October/November. When more than one nomination is received for a position, a ballot is sent out for members to vote on.

### Chartered Psychologists

You are able to join or lead working groups and strategy groups, contributing to the important work which is carried out there.

Volunteers on working groups, and those who contribute to tasks in strategy groups, such as website administrators, are not elected - you can get involved with them at any time depending on availability. For more information on how to do this, please visit the working groups area of the website.

If you would like to develop experience in leadership, you can gain this through participation in the Leadership Development Programme or by leading a working group or strategy group. There are some positions available and please contact us to discuss this.

### Full and General members

Non-Chartered members can lead and volunteer in strategy groups and working groups.

Volunteers on working groups are not elected - you can get involved with them at any time. For more information on how to do this, please visit the working groups area of the website. We are particularly interested in having more students and trainees represented in our groups.

We also need volunteers to help with running events, including coordinating, speaking, chairing and stewarding, contact us for more information.

You are able to apply to the Leadership Development Programme, but please note that preference is given to those who are either Chartered or likely to become so soon.

### Putting yourself forward for:

#### Executive positions

You can nominate yourself for the executive positions of Chair, Honorary Secretary, Honorary Treasurer or Strategy Group Convenor when the annual call for nominations goes out in October/November, please see criteria below for details. When more than one nomination is received for a position, a ballot is sent out for members to vote on. Where a role is not filled, further calls will be made throughout the year.

### Working group volunteers

Volunteers on working groups, and those who contribute to tasks in strategy groups, such as website administrators, are not elected - you can get involved with them at any time depending on availability. Tasks vary, and may include working on the development of guidelines and publications.

Please note that some working groups are very popular, and when submitting your statement of interest, you may want to state more than one group of interest.

### Current opportunities

The DOP relies on a wide range of people getting involved. It is an open and inclusive community, just like the profession it represents. The only requirement is that you are a member (of any grade) of the Division. We want you if you:

- Have Chartered status **OR** working towards Chartered status
- Have years of work experience **OR** are just starting out in your career
- Work in the public sector (including academia) **OR** the private sector
- Employed **OR** self-employed
- Have a PhD **OR** MSc
- Have lots of time to dedicate to the role **OR** have just a few hours

The DOP is currently looking for volunteers so if you would like to find out more please contact us at [dopvolunteers@bps.org.uk](mailto:dopvolunteers@bps.org.uk) , or complete the statement of interest form by clicking on the link below:

- <https://mor.bps.org.uk/>

## Job Descriptions

### Annual Conference Committee Chair/s

**Purpose:** The DOP Conference Chair is responsible for leading the team of volunteers that plans, organises and delivers the DOP's Annual Conference on behalf of the DOP Executive Committee and the members of the Division.

**Term:** In order to ensure continuity within the group we are ideally looking for individuals prepared to commit to a two-year term of office.

#### **Additional Information:**

The Annual Conference is the DOP's flagship event and the role holder can expect to be involved for an estimated 2-3 days per month throughout the year. There is however potential for two people to share the workload by collaborating as joint chairs.

#### **Activities**

- a) Provide leadership to a range of professional colleagues
- b) Lead and attend meetings and teleconferences throughout the year
- c) Aware of the requirements of organising a national conference
- d) Able to liaise constructively with the DOP Executive and the BPS conference team
- e) Raise issues confidently with individuals and agencies to deal with conflict and negotiate effective solutions
- f) Continually seek ways to enhance the conference experience for speakers and delegates
- g) Gives clear-cut guidance and direction when requested by working group members and the BPS conference team
- h) Monitors progress on conference activity at an appropriate level of detail and takes corrective action where necessary

#### **Personal Attributes**

The following are eligible to be considered for the role:

- full and general members of the Division of Occupational Psychology
- Psychologists who hold In-training Divisional Membership and are working towards Chartered status.

#### **Essential**

- Able to motivate and co-ordinate a team to meet agreed goals
- Available to participate in regular meetings and conference calls over the term of office
- Committed to representing the diversity of membership within the DOP
- Committed to upholding and maintaining the highest standards for Occupational Psychology

- Communicates effectively with people from a range of organisational levels and backgrounds
- Highly organised and is able to prioritise and meet competing deadlines

### **Desirable Experience**

- Graduate of the DOP Leadership Development Programme (LDP) or similar development scheme
- Experience in arranging conferences, exhibitions or other medium to large scale events
- Experience of motivating, co-ordinating and leading a team to achieve measurable outcomes
- Previous attendance at workshops and conferences organised by BPS, DOP or other professional bodies
- Track record of participation as a volunteer member of a professional Committee or Working Group

### **Opportunities**

- Achieve satisfaction of delivering DOP's flagship event of the year
- Be one of the first to hear about the latest research and practice in occupational psychology
- Build contacts with a wide range of stakeholders including sponsors, speakers, delegates and other working groups
- Develop team leadership, project management, marketing and financial management skills
- Excellent preparation for other volunteer roles within the society
- Gain experience in organising a major professional event
- Help shape the conference to better meet the needs and expectations of our members
- Receive full funding for attendance at the conference

### **Accountability**

The Annual Conference Chairs report to the Continuing Professional Development Strategy Group. They are accountable to the BPS, DOP Committee and the DOP membership.

### **Relevant Documentation**

Available on appointment

If you are interested in finding out more about this post please contact [dopvolunteers@bps.org.uk](mailto:dopvolunteers@bps.org.uk)

## Co-Convenor The Psychology of Health and Wellbeing Working Group

**Purpose:** The Co-Convenor for this Group is responsible for disseminating information both inside the BPS and to the outside world about the role played by Occupational Psychologists in health and wellbeing.

**Term:** Three years when elected, up to one year when co-opted

### **Additional Information:**

The activity of the Group is expected to raise the profile of Occupational Psychology in health and wellbeing.

### **Activities:**

Duties include:

- a) Develop and implement the strategy of the Working Group, through the members of the working group.
- b) Supporting group members and contributing to succession planning for group members
- c) Advising changes to policy or strategy for the DOP.
- d) Identifying opportunities for PR and communications and managing resources (including recruiting and leading volunteers) as necessary to complete projects.
- e) Supporting the Executive Committee, strategy groups and working groups in their communications, and coordinating activities across the Division.
- f) Collating and coordinating budgetary requests from the working group and managing the Group's budget overall.
- g) Organising and attending at least four meetings a year with the Group (via teleconference) and one face to face.
- h) Attending the DOP committee meetings at quarterly intervals and attending meetings for specific groups and task forces.
- i) Attending DOP Committee meetings/teleconferences as and when required .

## **Personal Attributes**

### **Essential**

- Full, General or In-Training Member of the Division
- Having a strong interest in health and wellbeing
- Understanding and appreciation of the potential impact of various health and wellbeing strategies
- Effective communication skills and ability to use sound judgment which communicating with the wider public
- Ability to adapt communication styles and strategy to suit the target audience
- Excellent networking skills to develop relationships with psychologists and build external connections

### **Desirable**

- Have experience of developing and implementing a working group strategy
- Experience of communicating professional and engaging messages
- Previous active membership of a DOP working group for at least 12 months
- Develop competence in communication and marketing through the advice, guidance and support of professional staff in the British Psychological Society, for example the Press Office and Publications team
- Be a part of influencing the wider profession and giving back to the profession
- Stay connected to the latest developments in Occupational Psychology
- Networking and developing relationships with key psychologists
- This role would be suitable for two individuals to share Accountability

The Psychology of Health and Wellbeing Working Group Co-Convener is accountable to the BPS, DOP Committee and the DOP membership.

### **Relevant Documentation**

Documentation will be available on liaison with the DOP Co-ordinator.

## Communications Strategy Group Convener

### Purpose

The Convener for this Group ensures that the strategy for communications within and external to the DOP is clear and effective, using a proactive approach to delivery.

### Term

Three years when elected, up to one year when co-opted

### Additional Information

The activity of the Group is expected to increasingly emphasise engagement with new technology and digital media.

### Activities

Duties include:

- a) Advising changes to policy or strategy for the DOP that will enhance communications.
- b) Attending the DOP committee meetings at quarterly intervals and attending meetings for specific groups and task forces.
- c) Attending the DOP Exec meetings / teleconferences.
- d) Collating and coordinating budgetary requests from the Communications working groups / project leads and managing the Strategy Group's budget overall.
- e) Developing and implement the strategy of the Communications Working Group, through the members of the working group.
- f) Identifying opportunities for PR and communications and managing resources (including recruiting and leading volunteers) as necessary to complete projects.
- g) Organising and attending at least four meetings a year with the Communications Strategy Team.
- h) Supporting group members and contributing to succession planning for group members.
- i) Supporting the Executive Committee, strategy groups and working groups in their communications, and coordinating activities across the Division.

### Personal Attributes

#### Essential

- Ability to adapt communication styles and strategy to suit the target audience
- Effective communication skills and ability to use sound judgment which communicating with the media and wider public
- Excellent networking skills to develop relationships with psychologists and build external connections
- Full, General or In-Training Member of the Division
- Having a strong interest in communication and marketing
- Understanding and appreciation of the potential impact of various communication strategies, including use of new technology as well as the risks

**Desirable**

- Experience of communicating professional and engaging messages on digital media, and an understanding of the analytics that provide information on impact
- Have experience of developing and implementing a communications strategy
- Previous attendance at the BPS Media Training

**Opportunities**

- Be a part of influencing the wider profession and giving back to the profession
- Develop competence in communication and marketing through the advice, guidance and support of professional staff in the British Psychological Society, for example the Press Office and Publications team
- Networking and developing relationships with key psychologists
- Stay connected to the latest developments in Occupational Psychology
- This role would be suitable for two individuals to share

**Accountability**

The Communications Strategy Group Convener is accountable to the BPS, DOP Committee and the DOP membership.

**Relevant Documentation**

Documentation will be available on liaison with the DOP Co-ordinator.

## Consultation Liaison

**Purpose:** To identify appropriate consultations and encourage responses on behalf of the Division of Occupational Psychology (DOP).

**Term:** Appointed on a three-yearly basis.

### Additional Information

To encourage responses from members to BPS Consultations in line with the Division's Strategic Plan 2016-2020. This will involve, e.g. liaising with the British Psychological Society (BPS) policy team and key contacts, for example members of Division's committee and working groups. The Consultation Liaison will represent the views of members on matters such as the production of guidance

### Activities:

- a) Become familiar with the process of consultations in the British Psychological Society through information found on the website (<http://www.bps.org.uk/consultations>) and provided by the policy team.
- b) Liaise with the policy team to develop an approach to gaining responses to consultations.
- c) Liaise with the DOP Exec and OPiPP, keeping them up to date with progress
- d) Remain aware of workload / personal commitments and arrange support for the role where required.
- e) Review consultations in light of their relevance to the Division of Occupational Psychology, circulate relevant material and ensure responses from members to at least ten.
- f) To stay informed about committee matters.

### Personal Attributes:

- A strong desire to improve the influence of occupational psychology, as a means to inform current issues in the Society.
- Excellent communication and networking skills
- Good independent judgement to work without close supervision, and to act with maturity and authority in the best interest of the role and of the DOP.
- Good interpersonal skills

### Opportunities:

- Build contacts with prominent psychologists
- Contribute to changing policy and improving lives
- Expert knowledge provided by the policy team
- Learn about how to influence policy in relation to psychology
- Learn about the processes of the British Psychological Society
- Mentoring by a key Occupational Psychologist
- Stay informed of latest developments in Occupational Psychology

### Accountability:

The Communications Liaison reports to the Occupational Psychology in Public Policy (OPiPP) convener. He / She is accountable to the BPS, other members of the DOP's main Committee, and to the wider DOP membership.

### Honorary Secretary

**Purpose:** The Honorary Secretary is instrumental in supporting the Division's operations.

### Additional Information

The Secretary has been actively involved in the past in the Leadership Development Programme, supported the Treasurer, but has also taken a very active role to foster links with international associations.

**Term:** Three years when elected, up to one year when co-opted

### Activities

Duties include:

- a) Developing and leading on projects to enhance the effectiveness of the Division
- b) Guiding and shaping the day-to-day operations and priorities of the DOP committee and Executive
- c) Leading the DOP Executive Team's links with current and future volunteers, including developing and working with volunteers and encouraging greater active member engagement.
- d) Work with the Chair and Executive Committee in contributing to the Division's strategy and effectiveness.
- e) Contribute and support the Executive in relation to the Annual General Meeting. Monitor rules and procedures to ensure the Division is compliant with the processes British Psychological Society and legal requirements
- f) Developing a working relationship with other volunteers and working groups at a strategic level to enhance capabilities
- g) Attending quarterly DOP committee meetings and monthly DOP Executive teleconference plus any additional meetings needed for the role and executing any actions arising as appropriate.
- h) Secretaries are also able to nominate other members for particular positions, for example members of the Psychologist and Digest Editorial Advisory Committee

### Personal Attributes

#### Essential

- A strong administrative capability and highly organised
- Excellent communication skills appropriate to a distributed volunteer organisation
- Full Member of the Division
- There should be evidence of operational experience and capability.

#### Opportunities

- Developing board level experience as part of the Executive of the Division
- Ability to develop the role to support the activities of the Division at a strategic level
- Be a part of influencing the wider profession and giving back to the profession
- Stay connected to the latest developments in Occupational Psychology
- Networking and developing relationships with key psychologists

- Potential to develop international connections
- Expenses may be paid for events of interest where these are of benefit to the Society.

**Accountability**

The Honorary Secretary is accountable to the BPS, DOP Committee and the DOP membership.

**Relevant Documentation**

Documentation will be available on liaison with the DOP Co-ordinator

## Honorary Treasurer

**Purpose:** The DOP Treasurer takes the lead on all things financial and supports the Division in adopting a business focused and transparent way of working.

**Term:** Three years when elected, up to one year when co-opted

### Activities

Duties include:

- a) Approving expenses and contract expenditure in conjunction with at least one other member of the Executive team.
- b) Assisting Strategy and Working Groups in preparing their budgets and acting as a 'go to' resource for financial queries.
- c) Attending central BPS meetings as necessary.
- d) Attending quarterly DOP committee meetings and monthly DOP executive teleconferences plus any additional meetings needed for the role and executing any actions arising as appropriate.
- e) Evaluating budgetary information.
- f) Liaising with the BPS Honorary Treasurer, Member Networks Accountant and Finance Director as required.
- g) Making recommendations on financial priorities and spend in consultation with the DOP's Executive.
- h) Preparing an annual report within deadlines to be submitted to the membership at the AGM.
- i) Providing the Executive and DOP Committee with up-to-date financial data relating to the budget, including current and projected spend, and preparing a suitable report for the AGM.
- j) Reviewing and improving financial processes and systems.
- k) Working with and assisting the working groups to operate within the BPS financial guidelines and policies.

### Personal Attributes

#### Essential

- Ability to demonstrate initiative and deliver on agreements
- Excellent written and verbal communication
- Full Member of the Division
- Respects confidentiality and demonstrates high levels of integrity
- The candidate should provide evidence of financial acumen.
- The candidate will have managed budgets successfully; this will be either in their professional role or in a committee role.
- Well-organised, keeps clear records and able to complete tasks in a timely manner

#### Opportunities

- Be a part of influencing the wider profession and giving back to the profession
- Developing board level experience as part of the Executive of the Division

- Gaining a strategic oversight of the work of the Division and the BPS
- Networking with key psychologists
- Stay connected to the latest developments in Occupational Psychology

**Accountability**

The Treasurer is accountable to the BPS, DOP Committee and the DOP membership.

**Relevant Documentation**

Documentation will be available on liaison with the DOP coordinator.

## International Group Convener

**Group Purpose:** We believe that the DOP needs to address members' needs in the international context to remain competitive. As organisations develop in the context of a global economy, Occupational Psychologists increasingly operate on an international level. We aim to:

- encourage and support international working and assignments
- enhance the standing of UK occupational psychology around the world
- establish and maintain links with relevant bodies and individuals in other countries
- facilitate and encourage cross-collaboration and information exchange among academics and practitioners
- provide the Division's interface with other relevant professional groups - nationally and internationally
- support the development of Occupational Psychology around the world

**Term:** Appointed on a two-yearly basis

**Activities:** The Group undertakes various activities, such as:

- a) Balancing events to synchronise with wider DOP priorities
- b) Co-creating events with international speakers and audiences
- c) Coordinating activities with the DOP
- d) Encouraging DOP members to present at international event
- e) Engaging with key stakeholders
- f) Ensuring international DOP members have a voice as part of the Group
- g) Holding regular meetings to co-ordinate events and develop new ideas
- h) Liaising with the Division administrator
- i) Preparing budgets annually, and monitoring this through the year
- j) Presenting symposia at DOP conferences
- k) Providing resources to support international collaboration
- l) Updating the DOP committee on a regular basis.

### Personal Attributes

- Able to set and manage a budget for group activities
- Broad international contacts and resources
- Good interpersonal skills with a supportive approach
- Participative leadership style with ability to focus on group purpose
- Well-organised and able to co-ordinate numerous activities and events

### Opportunities

- Build a network of international contacts
- Develop leadership and team working skills and abilities

- Engage members of the profession to take active steps to promote the DOP internationally
- Learn more about the processes of the British Psychological Society.
- Stay informed of international developments in Occupational Psychology

**Accountability** The International Group Convener reports to the DOP Committee.

## Networking & Professional Development Working Group Lead

**Purpose:** To co-ordinate networking and professional development activities around the country

**Term:** Appointed on a three-yearly basis

### **Additional Information:**

Our members are spread across the country and the Division wishes to support the development of networking activity in these areas for members to meet each other and also other relevant, interested groups in the area. Some of these events have been run in collaboration with the Association for Business Psychology and CIPD. Events can be run with working group members or through other contacts. Recently, there has been filming of events.

### **Activities:**

- a) Arranging and running events, and guiding other group members to do the same
- b) Balancing events to synchronise with wider DOP priorities, as well as working with other working groups, branches and other local groups
- c) Chairing teleconferences with NPDWG members
- d) Encouraging new members to the working group to ensure coverage of events across the UK.
- e) Keeping the "How-to" guide up to date
- f) Liaising with the Communications team / press office to ensure promotion of events
- g) Liaising with the Division administrator to develop awareness of required procedures
- h) Liaising with working groups and doing desktop research to locate appropriate speakers
- i) Monitoring the progress of events and keeping track of total events run, including by other working groups in the Division for reporting in line with the Strategic Plan
- j) Preparing budgets for events annually, and monitoring this through the year (for example by asking members how much they have claimed)
- k) Supporting members to run events including ensuring the correct documentation is completed
- l) Updating the DOP committee on a regular basis as to events held and planned

### **Personal Attributes**

- Able to work without close supervision - pro-active and uses initiative to find resources and speakers
- Good interpersonal skills with a supportive approach
- Well-organised and able to keep track of a number of simultaneous small events

### **Opportunities**

- Build contacts with prominent psychologists
- Contribute to the development of a strong Occupational Psychology network across the country
- Develop experience, for example mentoring new members of the team

- Learn more about the processes of the British Psychological Society
- Opportunity to attend local events
- Stay informed of the latest developments in Occupational Psychology

### **Accountability**

The Networking and Professional Development Working Group lead reports to the Continuing Professional Development Strategy Group Lead. He / She is accountable to the BPS, other members of the DOP Committee and the wider DOP membership.

### **Relevant Documentation**

How-to Guide (available on request)

## Neurodiversity and Employment Working Group

The objectives of the Working Group are as follows:-

- a) To promote awareness of neurodiversity within Occupational Psychology and more broadly to employers / Human Resources (Visibility)
- b) To produce guidance to raise professional practice standards for those who provide services for neurodiverse individuals (Competence)
- c) To influence organisations, employers, regulatory bodies and government in relation to neurodiversity and employment issues (Influence)
- d) To provide careers guidance for Psychologists working in neurodiversity in employment settings (Employability)
- e) To promote research in neurodiversity to provide an evidence base for practice (Science)

The working group currently meets twice a year face-to-face and have two teleconferences. The expectation is that members will attend all meetings for which expenses will be paid.

As with all working groups, membership is limited to a small number of active members.

Minimum contribution to the working group is:

- Promoting the work of the work of the group through networks
- Providing an active contribution to discussions from their expertise and experience
- Reviewing documents as produced by the group

There are also opportunities for members to take part in further activities. These may include:

- Contributing to a leading voice on neurodiversity through online media
- Creating / running webinars
- Designing / delivering presentations and workshops at conferences / specialist events
- Drafting guidance and other documents
- Organising events
- Promoting research into neurodiversity
- Writing articles for publication

We are particularly interested in representation from the following groups:

- Academic Researchers
- DWP Work Psychology representative
- Private sector employers
- Public sector recruiters
- Specialist in assessment for recruitment / promotion / psychometric testing

## OP Matters Deputy Editor Division of Occupational Psychology

**Purpose:** To support the production of OP Matters, the official newsletter of the Division of Occupational Psychology.

**Term:** Appointed on a three-yearly basis.

### **Objectives of the Role:**

To support the editor in the delivery OP Matters four times per year. This will involve, securing copy, editing and liaising with the editor to ensure the production of a quality newsletter that represents the aim and objectives of the DOP, as outlined in its strategic plan 2016-2020. This could include the opinions, successes and challenges of DOP members in the OP community and wider society.

### **Activities:**

- a) Contribution to pre- and post-production processes including informing contributors of upcoming deadlines and reminding them of agreed copy.
- b) In the absence of the editor, to liaise with the British Psychological Society's (BPS) Print for Publication (P4P) team.
- c) Reviewing and proofing submitted copy, and coordinating assignments.
- d) To be an active participant in the committee's evaluation and planning efforts.
- e) To escalate editorial disputes to the editor and to be aware of organisational politics.
- f) To generate an interesting and exciting newsletter that appeals to the DOP's membership.
- g) To liaise with the editor on issues that relate to the fine line between defamation and free speech, and between reader interest and commerciality.
- h) To represent the editor, if the editor is not able to attend, at the wider committee meetings and important related meetings.
- i) To stay informed about committee matters.

### **Personal Attributes:**

#### **Essential**

- A strong desire to improve the perception of occupational psychology, as a means to inspire and commission articles for inclusion in OP Matters.
- A willingness to devote the necessary time and effort to other committee members and builds a collegiate working relationship that contributes to consensus.

- Ability to plan and deliver under tight deadlines in order to insure that up-to-date and relevant materials are included in the publication.
- Ability to work effectively as a member of a team.
- Excellent communication and networking skills.
- Good independent judgement to work without close supervision but to act with maturity and authority in the best interest of the role and the DOP.
- Good interpersonal skills.
- Knowledge of the BPS's editorial style guide, copyright protection and data protection.
- Skilled in the use of MS Word and the manipulation of PDF documents and graphic packages.
- Strong writing, grammar and organisational skills.
- To act at all times with impartiality and fairness.

**Accountability:**

The Deputy Editor is accountable to the Editor, the BPS, and other members of the DOP's main Committee, and to the wider DOP membership.

## OP Matters Editor Division of Occupational Psychology

**Purpose:** To edit and deliver OP Matters, the official newsletter of the Division of Occupational Psychology (DOP).

**Term:** Appointed on a three-yearly basis.

### **Objectives of the Role:**

To deliver OP Matters four times per year. This will involve, e.g. planning, securing copy for, editing and liaising with the British Psychological Society (BPS) for its printing, posting and publication. The editor produces a quality newsletter that represents the aim and objectives of the DOP, as outlined in its strategic plan 20162020. This could include the opinions, successes and challenges of DOP members in the OP community and wider society.

### **Activities:**

- a) Responsible for pre- and post-production processes including announcing upcoming deadlines, reviewing and proofing submitted copy, and coordinating assignments.
- b) To attend the wider committee meetings regularly and important related meetings.
- c) To be an active participant in the committee's evaluation and planning efforts.
- d) To be skilled at handling editorial disputes and negotiating organisational politics.
- e) To be well informed about issues that relate to the fine line between defamation and free speech, and between reader interest and commerciality.
- f) To coordinate with the BPS's Print for Publication (P4P) team.
- g) To generate an interesting and exciting newsletter that appeals to the DOP's membership.
- h) To manage the budget for the newsletter.
- i) To plan the newsletter, source and edit appropriate copy.
- j) To stay informed about committee matters.
- k) To supervise and provide adequate direction to the OP Matters' deputy editor.

### **Personal Attributes:**

#### **Essential**

- A strong desire to improve the perception of occupational psychology, as a means to inspire and commission articles for inclusion in OP Matters.
- A willingness to devote the necessary time and effort to meet with other committee members and to build collegial working relationships that contribute to consensus.

- Ability to plan, organise and deliver under tight deadlines in order to insure that up-to-date and relevant materials are included in the publication.
- Ability to work effectively as a member of a team.
- Excellent communication and networking skills.
- Good independent judgement to work without close supervision, and to act with maturity and authority in the best interest of the role and of the DOP.
- Good interpersonal skills.
- Knowledge of the BPS's editorial style guide, copyright protection and data protection.
- Skilled in the use of MS Word and the manipulation of PDF documents and graphic packages.
- Strong writing, grammar and organisational skills.
- To act at all times with impartiality and fairness.

**Accountability:**

The Newsletter Editor is accountable to the BPS, other members of the DOP's main Committee, and to the wider DOP membership.

## **Professional Education and Qualifications Strategy Group Convener Division of Occupational Psychology**

**Purpose** The Convener for this Group will focus on training, employability, linking in with employers, and communicating about the benefits of qualification and registration.

**Term** Three years when elected, up to one year when co-opted

### **Additional Information**

The Professional Education and Qualifications Group have previously been led on reviewing the 8 areas of Occupational Psychology and proposing a new framework for training Occupational Psychologists. The role is currently anticipated to focus on re-engaging with MSc students and exploring new professional pathways

### **Activities**

Duties include:

- a) Attending the DOP committee meetings at quarterly intervals
- b) Attending the DOP Executive meetings / teleconferences regularly. Personal Attributes
- c) Collating and coordinating budgetary requests from the working groups and project leads and managing the Strategy Group's budget overall.
- d) Contributing actively to the DOP's education and training strategy, including furthering the prominence of OP on undergraduate curricula.
- e) Leading the Professional Education and Qualifications Strategy Team, which will consist of Professional Education and Qualifications Working Group Chairs / Convenors and / or invited group members with the objective of actively pursuing a strategy that is consistent with the DOP's overall strategic themes and priorities
- f) Liaising with the BPS Qualifications Team.
- g) Liaising with the Committee on Test Standards (CTS) and the Professional Standards Board.
- h) Liaising with the Continuing Professional Development Strategy Group Convener.
- i) Liaising with the DOP Executive to develop goals in line with the current DOP priorities and BPS Boards on which the Division is represented
- j) Liaising with the DOP Training Committee and BPS support staff.
- k) Liaising with the QOccPsych Qualifications Board.
- l) Managing a DOP's project manager as a volunteer or contract for services dedicated to this strategy group, as required.

- m) Organising and attending at least four meetings a year with the Education and Qualifications Strategy Team.
- n) Supporting group members and contributing to succession planning for group members

#### Essential

- Full Member of the Division or General Member of the Division, who is also a Chartered Psychologist
- The candidate will have had a leadership role in an accredited Occupational Psychology MSc programme.
- The candidate will have served in a leadership role within the DOP; this will be either within the Committee or in the working group structure. Successful completion of the DOP's Leadership Development Programme would normally count as relevant and desirable leadership experience.

#### Opportunities

- Be a part of influencing the wider profession and giving back to the profession
- Expenses may be paid for events of interest where these are of benefit to the Society
- Networking and developing relationships with key psychologists
- Stay connected to the latest developments in Occupational Psychology
- Take a strategic role in developing profession pathways and enhancing employability

#### **Accountability**

The Professional Education and Qualifications Group Lead is accountable to the BPS, DOP Committee and the DOP membership.

#### **Relevant Documentation**

Documentation will be available on liaison with the DOP Co-ordinator.

## Youth Employment Working Group Convener

**Purpose:** To bring together expertise from within the DOP membership to ensure that OP as a profession makes distinct contributions to issues relating to youth employment and engagement in work, specifically:

- a) Helping young people make the best of their skills and to maximise the opportunities available to them.
- b) Influencing organisations to employ young people and appreciate their contribution
- c) Influencing policy relating to how young people are supported in work and in the transition to work

**Term:** Appointed on a two-yearly basis

**Additional Information:** Many psychologists are unaware that only 25% of organisations in the UK employ young people below the age of 24 years (Carter, 2015). Therefore, a majority of workplaces are unused to working with young people and this lack of age diversity generates few new job roles for young people.

**Activities:** The working group aims to increase awareness of the issues young people face transitioning into employment and to help young people maximise their opportunities. The working group undertakes various activities, such as:

- a) Balancing events to synchronise with wider DOP priorities, as well as working with other working groups, Branches and other local groups
- b) Co-creating events with young people (e.g., Exploring careers in Occupational Psychology 28 May, 2015 written up and evaluated in OP Matters September, 2015 (Murray, de Kort & Carter, 2015); Career's event at Queen Mary's University March, 2017).
- c) Engaging with key stakeholders (organisations, education and Department of Work and Pensions (e.g., Better work for young people October, 2015).
- d) Ensuring young people have a voice as part of the working group
- e) Holding regular meetings to co-ordinate events and develop new ideas
- f) Liaising with the Communications team / press office to ensure promotion of events
- g) Liaising with the Division administrator to develop awareness of required procedures
- h) Preparing budgets annually, and monitoring this through the year

- i) Presenting symposia at DOP conferences (see Research, reflection and employment: Enabling young peoples' transitions into work, Friday 12 January, 2018)
- j) Publishing articles and books available to psychologists, the public and organisations (such Supporting Young Society: A work psychology perspective; (Carter, A.J; Ed.) in preparation for Taylor & Francis and Youth Employment – the missing facts. The Psychologist (Carter, 2015, June).
- k) Speaking at debates (see The impact of psychology on today's society event with Local Development and Networking Event and North East Branch on 23 November, 2017) and events (such as Psychology in the Pub at various BPS Branch meetings)
- l) Updating the DOP committee on a regular basis.

### **Personal Attributes**

- Able to set and manage a budget for group activities
- Able to work without close supervision
- Good interpersonal skills with a supportive approach
- Participative leadership style with ability to focus on group purpose
- Pro-active and uses own initiative to find resources, speakers and contacts.
- Well-organised and able to co-ordinate numerous activities and events
- Willingness to engage with policy makers to debate issues related to youth employment

### **Opportunities**

- Build a network of expertise about employment transitions
- Build contacts with prominent experts in government and industry
- Develop experience, for example mentoring new members of the team
- Develop leadership and team working skills and abilities
- Engage members of the profession to take active steps to promote the employment of young people
- Learn more about the processes of the British Psychological Society.
- Opportunity to attend national and local events
- Stay informed of the latest developments in Occupational Psychology
- To increase knowledge and understanding within the profession and associated organisations of the issues facing young people transitioning into work

## **Accountability**

The Youth Employment Working Group Convener reports to the Science and Practice Strategy Group Convener who is accountable to the BPS, other members of the DOP Committee and the wider DOP membership.

## **Relevant Documentation**

Find out more about our work on the DOP website and in OP Matters June, 2015 (Gould & Carter, 2015). Research in the area is summarised in Carter (2015). Supporting Young Society: A work psychology perspective should be published in 2018.