

Terms of Reference

Training Theme Panel: Chair

Introduction

The purpose of this role is to lead the work of the Training Theme Panel and act as the principal liaison with Education, Training & Public Engagement Committee, Conferences Committee and Council of Trustees. The Chair is responsible for developing the direction of the Society's training activity, in line with strategy agreed by the Education, Training & Public Engagement Committee and the Society's charitable objectives. The Chair of the Theme Panel will be elected in-line with standard Biochemical Society Election Procedures.

Training Theme Panel

Training Theme Panel meets twice yearly, with two additional meetings carried out by teleconference. The duties of the panel are as follows:

- To encourage, commission, generate and review proposals for face to face training events and online courses throughout the year, working in partnership with Society staff and other external partners where appropriate
- To help promote the Society's training programme
- To identify gaps in the coverage of training requirements and help review and propose changes to Society training processes and strategy where appropriate.
- To help review nominations for the Society's Teaching Excellence Award

The Training Theme Panel reports to the Education, Training & Public Engagement Committee through its Chairperson, who also sits on this Committee. The Chair of Training Theme Panel also sits on Conferences Committee to feed into strategic decisions regarding the Society's broader scientific events programme and facilitate links between the Society's training and scientific meetings programmes.

Roles and responsibilities

- Provide leadership in setting the Society's training strategy and objectives
- Ensure the training strategy and related strategic objectives are reviewed regularly under the direction of the Education, Training & Public Engagement Committee and Council of Trustees
- Work with committee members to develop and enhance the training activities of the Society, including both face to face events and online courses
- Report and update Education, Training & Public Engagement Committee, Conferences Committee and Council of Trustees on activities and progress against agreed objectives.
- Work closely with relevant Society staff to prepare the agenda for Training Theme Panel meetings.
- Work with the Chair of the Education, Training & Public Engagement Committee on activities that span the remit of both committees.

- Regularly review the Terms of Reference of the Committee under the direction of the Council of Trustees and report any proposed changes.
- Where appropriate, liaise with sister Societies and other organizations to work towards common training objectives and take advantage of synergies and possible economies of scale.

Skills

- A sound understanding of the education and continuing professional development landscape in industry and academia.
- Experience of teaching at HE level
- Interest in and experience of e-learning
- An in-depth knowledge of the biomolecular sciences as both a research discipline and a taught subject
- Strong communication skills
- An ability to respond to tight deadlines
- Strong organizational skills and proficiency at chairing meetings
- Strong interpersonal skills, with the ability to liaise with staff, committees, members and other key stakeholders.

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