



Medic Mentor

Motivating Medical Minds

Vice-President Application Details & Person Specification

Who are Medic Mentor?

Medic Mentor are the national mentoring organisation for practicing, training and aspiring doctors, dentists and vets. Medic Mentor offers the largest national leadership development programme for prospective students and the largest national educational scholarship programme for medical, dental and veterinary students. We are a dynamic, innovative and nationally impactful organisation, led by the Education Directorate committee comprised of practicing doctors, dentists and vets. Medic Mentor, as a community, are passionate about providing the highest quality education, committed to driving innovation in the field of med-ed and provide tailor-made mentorship to our students, to raise their aspirations and actively improving their wellbeing, morale and success. Overall, our pursuit is to sculpt the next generation of game changers equipped with a 'can do, shall do, will do' approach, to provide the most effective and insightful leaders of tomorrow that the NHS needs.

What does Medic Mentor offer?

Medic Mentor provide support to students and professionals at every stage of their training. For aspiring students, we offer insight conferences and provide the detail on making a successful application, we provide a national leadership training programme, we collaborate with schools to set-up Medic Mentor societies to unite students passionate about professional healthcare careers, we offer a residential summer school for personal statement mentoring support, we provide study guides and educational resources as medical wider reading and to prepare them for interviews, we offer the national awards programme to encourage and acknowledge success and we offer unlimited access to highly successful professionals, as mentors. For medical, dental and veterinary students, we provide the largest scholarship programme in the UK, training and coaching on essential academic skills including leadership and teaching, opportunity to contribute to educational projects and participate in our wealth of events for aspiring students, wellbeing and pastoral support and unlimited access to professionals as mentors. For qualified doctors, dentists and vets, we offer national leadership positions into the Education Directorate as well as the opportunity to progress to our senior leadership positions and take a full-time role as teaching or research fellow.

Medic Mentor are recruiting!

Medic Mentor are recruiting for our next generation of game changers! We are seeking doctors, dentists and vets with an outstanding passion for high quality education, drive for innovation and leaders who can provide the vision and maintain the quality standard as the organisation expands, grows from strength to strength and inspires even more professionals of today and tomorrow. You will be joining a wonderful team of professionals, advocates and exceptional colleagues and you will be under the leadership of our senior management team of Chief Mentors and the President!

We have a diverse range of positions available to suit doctors, dentists and vets from all backgrounds, with experience in any or all of the following: education, academia, leadership, entrepreneurship,

publishing, international relations and more. All of the roles include opportunities for presenting and teaching at national conferences, contribution to peer-reviewed publications, and endowment into the realm of vice-presidents who provide leadership, management and mentoring to our team of medical, dental and veterinary scholars (students who have been competitively selected for the funded scholarship programme for educational and academic projects with Medic Mentor). Becoming a Medic Mentor Vice-President is not merely a CV enhancing exercise; it provides the unique opportunity to make an outstanding contribution towards medical education and formal mentoring through our diverse range of programmes teaching 6000 school students and hundreds of medical students every year across the UK.

The Medic Mentor ethos is to finish everything to the highest standards possible, leaving no stone unturned and striving for continual development of everything we do. In brief, the person specification for a Medic Mentor Vice-President is for committed, enthusiastic professionals who are fantastic mentors and role models and want to make a difference to this outstanding organisation. There are opportunities to get involved with multiple projects with Medic Mentor and progress to the senior leadership team and/or full-time roles as a teaching fellow.

Medic Mentor leadership:

Senior leadership in Medic Mentor consists of the Chief Mentors for medicine, dentistry and veterinary medicine, and the President who oversees the Education Directorate and scholarship programme. The Education Directorate are the steering committee for Medic Mentor consisting of Vice-Presidents who provide the next level of leadership and work closely with our scholarship students. We also have voluntary regional and awards mentors consisting of doctors, dentists and vets who provide mentoring support to our aspiring students.

Details of positions available

Multiple doctors, dentists and vets are required for each of the roles outlined below. Make sure you read through all of the roles to get a full sense of the organisation and weigh up what role will be best suited to you and your skillset.

The Vice-President roles require individuals to undertake 10-20 hours of work per month, which is usually ad hoc and flexible to the individual. Vice-Presidents will be required to attend up to four annual meetings in Leicestershire, but the project work can be undertaken remotely. Also Vice-Presidents undertake year-long programmes that run alongside the academic year from September to August, and after which they can continue with the same project, can change to an alternative project or can step-up or down.

Checklist of responsibilities for all Vice-Presidents:

- ✓ Contribute 10-20 hours per month for leadership and supervision of your assigned educational project(s) (10 hours of which will be paid)
- ✓ Attend at least two Medic Mentor educational events per year (these are typically weekend events that run across the UK)
- ✓ Contribute 5-10 blog articles per year (600 words per article)
- ✓ Write at least one Mentor magazine article per year (1500 words per article)
- ✓ Attend at least two of the Medic Mentor Educational Directorate meetings which run 3-4 times per year
- ✓ Collaborate with other Vice-Presidents on educational projects where needed
- ✓ Check and respond to your Medic Mentor emails bi-weekly

- ✓ Liaise with the President at least six times per year to update on project progress and address needs
- ✓ Attend virtual (skype) meetings as and when required (no more than 4 times per year)

FAQs

Q: How do I apply?

Please complete a Vice-President application form and submit it to president@medicmentor.info

Q: What is the deadline for submitting an application?

For this round of recruitment, the deadline for applications is Friday 29th November 2019, but applications will be reviewed on a rolling basis and positions awarded according to this.

Q: Where can I get a mentor application form?

You can download a Medic Mentor Vice-President application form at the following link: medicmentor.co.uk.

Q: Application criteria?

You must be a qualified doctor, dentists or vet with experience of working in the UK. You do not need to be currently practicing to apply.

Q: Can I change to a different Vice-President educational project once I have been awarded a post?

No, the vice-president posts awarded are final but there are opportunities to contribute to other projects and change to a different project after completion of your 12 month post.

Q: Do I need any prior qualifications, publications or experience to apply?

It is not compulsory to have any prior qualifications (other than a medical/dental/veterinary degree). The specific prerequisites are covered in detail in the project specifications. The Vice-President posts are designed so that all doctors, dentists and vets are eligible to apply. However, bear in mind that these Vice-President roles are highly competitive and the selected Vice-Presidents have often undertaken a variety of extra-curricular activities. It is however always worth applying, as vice-president roles will be awarded based on an individual's potential, enthusiasm and passion for teaching and mentoring, and not just their academic performance and achievements. Prior involvement in Medic Mentor activities is considered favourably, as this has demonstrated enthusiasm and a willingness to teach. Similar activities will also be valued, over academic performance. Above all else, we are looking for positive inspirational role models.

Q: What happens after I submit my application?

Applications will be reviewed by the Education Directorate and shortlisted candidates will be invited to interview in person or via Skype. Interviews will take place on a rolling basis from 30th September 2019. **Therefore, applying before the deadline will give you an advantage.**

Q: When will I find out whether I am successful?

Applicants will be informed by email in November 2019, if their applications have been successful or not.

Q: If I am unsuccessful can I reapply next year?

Yes, absolutely! We encourage applicants who have not been successful to reapply the following year with a strengthened application. If you were unsuccessful and are unsure about how your application could be improved email president@medicmentor.info and we will try to advise you further. Please bear in mind, that we may not be able to provide any feedback until the end of the application process. Please do not ask us to review your application prior to its submission.

Q: How many Vice-President roles are awarded?

All applicants meeting the expected standard will be offered a Vice-President role. There is no set number of posts.

Vice-President role-specific details and person specifications:

Vice-President of Publishing:

Medic Mentor have already produced and marketed fifteen books which have sold thousands of copies and continue to provide a wealth of detailed and priceless information for our aspiring doctors, dentists and vets. Our published titles range from medical wider-reading, making it into medicine, medical schools compendium, personal statement toolkit, interview skills checklist and anthologies (<https://medicmentor.co.uk/books-2/>). However, there are many more titles we need to develop and publish and we are looking for a Vice-President to bring these titles to fruition. Your role as Vice-President of publishing will be to review and be chief editor for the titles as well as provide direction and vision to our scholarship students who will be writing the content from scratch. This is an exceptional role for an individual with a meticulous eye for detail and who can critically appraise and provide insightful and detailed feedback through multiple iterations, to make the end product the highest quality piece of publishing possible. There is also scope to be an author and develop your own content for books aimed at our students and professionals. You will be named as editor and/or reviewer of all the titles you produce and your name will always be attributed, even with new additions of the books. As Medic Mentor are a social enterprise, there are no royalties. But the opportunity to contribute to dozens of books is a truly exceptional role, that requires an exceptionally committed and passionate individual. You will be well supported in the role by our publishing department who have extensive experience in reviewing and editing books. This role would suit an individual who is aspiring for a career in medical publishing and who has experience of a range of publications and written communications, ideally having written or edited books or chapters before.

Vice-President for Awards:

The Medic Mentor Awards programme is the only one of its kind tailor-made for aspiring medics, dentists and vets. The Awards programme allows aspiring students to progress through a bronze, silver and gold award and cumulatively develops their skills through participation in a wide range of activities with Medic Mentor and from their extracurricular work. Students enrolled on the awards programme are assigned a mentor who can guide them through the process and sign-post them to opportunities that help develop their skills and build their portfolio making them more likely to be successful in their application to medical/dental/veterinary school. For aspiring students who have successfully completed the Medic Mentor Gold award and received at least one offer for medicine/dentistry/veterinary medicine, they are invited to an interview to be considered for the Medic Mentor scholarship programme. More information on the awards programme can be found here: <https://medicmentor.co.uk/medic-mentor-awards-programme/>. The Vice-President of the Awards programme provides the opportunity to lead on a nationally renowned, popular awards programme, supporting students to achieve beyond what they thought imaginable and build their confidence to make them the best doctors, dentists and vets of tomorrow. The role will include

providing the leadership and vision for the programme, developing the resources, and establishing mentoring relationships with your team of awards mentors and students. You will also be involved in the selection of scholarship students from students who have successfully completed the awards programme. We are looking for an individual who is innovative, organised, a team player and leader, with great presentation skills.

Vice-President of the Scholars' Educational Programme

Our scholarship programme is the largest in the UK, providing funding to medical, dental and veterinary students for their contribution to educational projects with Medic Mentor. Scholars have unlimited access to incredible mentors and the opportunity to develop their academic skillset through participation in all of our events. Our scholarship students are highly ambitious and enthusiastic students who have already achieved amazing levels of success in research, teaching and/or leadership. But an essential part of the scholarship programme is to train and coach our students to make them well-rounded and highly competent in all the academic skills; individuals who can present, teach, lead and be academics, all of which makes them more competent doctors, dentists and vets for the future. We are really excited to establish an educational programme for the scholarship students for the academic year ahead. This will consist of six weekend training days over the course of the year and will require the vice-president to work closely with the president to establish the curriculum and content to sustain the programme for many years to come. We are looking for a vice-president who has a great range of experiences in teaching, presentation skills, leadership, academia, and an outstanding CV who is also passionate about education and handing over their knowledge, skills and experience to help medical/dental/veterinary students attain similar or even higher levels of success! As Vice-President of the scholarship educational programme, you will be working with a team to develop the resources and will lead on and teach at the national training courses. See this link for details of the scholarship programme: <https://medicmentor.co.uk/scholarships/>.

Vice-President of Educational Resources:

Medic Mentor are passionate about education and training our students. We endeavour to equip them with the skillset for success in whatever they aspire to do. Our education strategy is diverse, consisting of mentoring, events training, coaching, lectures, webinars and resources, both physical and virtual. We are looking for a Vice-President of educational resources who is committed to developing our online content and virtual resources, through e-learning, webinars and new streams. This is a fantastic role requiring an individual with innovation, creativity, a passion for high quality education and commitment to training the next generation using traditional and novel approaches. We need a vice-president who is a confident presenter and can refine and generate the content, but also work closely to coordinate and capture the skills of the education directorate of vice-presidents for further content generation. Ideally experience and knowledge of online learning, virtual teaching platforms and making educational content both highly accessible and useful online is important for the applicant. We are also establishing a Medic Mentor blog written by scholars and vice-presidents and so in this role, you will have the opportunity to launch this on the website and keep it updated and relevant.

Vice-President for Digital and Social Media:

Medic Mentor are keen to establish a professional social media presence and we are looking for a vice-president with extensive experience of digital marketing and social media expertise who can develop this online presence and tailor our campaigns and resources to our captive audience in a meaningful and useful way. This is a new role for the organisation and will consist of providing the

vision, directing the campaigns and aligning the content to ensure a consistent, considered approach. However, much of the content generation will come from the educational resources vice-president and you will work very closely together. In this role, you will also work very closely with the President who can provide the overview and insight into what's happening with Medic Mentor and essential updates, to feed into our social media campaigns.

Vice-President for Professional Mentoring:

At Medic Mentor, we are passionate about providing mentoring support at every stage of the process. Having established our educational programme for aspiring students and continually enhancing our scholarship programme for medical/dental/veterinary students, we are now looking for a vice-president with a passion for mentoring who has the drive, vision and commitment to start establishing a mentoring and educational programme for doctors, dentists and vets. This is an exciting enterprise for Medic Mentor and you will work closely with the team of vice-presidents and President to inform the programme. There is a lot of scope in this role, and it will be challenging, hence it requires an individual with exceptional organisation, problem-solving and networking skills who can establish a regional programme that can be transformed into a national programme. There will also be the opportunity to develop educational resources for professionals and sign-post them to opportunities. The Vice-President of Professional Mentoring must be an excellent mentor and leader, as well as be passionate about improving wellbeing and establishing mentoring support for doctors, dentists and vets at all stages of their careers.

Vice-President for Research

Medic Mentor as an educational enterprise are passionate about developing and contributing to the evidence-base and demonstrating the effectiveness of our programmes and strategy. We want to add our experienced voice to the deplete literature on wellbeing and mentoring in medical education. We have a team of research fellowship scholars who require the direction and mentorship of the Vice-Presidents for research to coach them through the process; develop the qualitative analysis approach, analyse the data, critically appraise the literature and help students with abstract writing for poster and oral presentations and eventual publication of the work. The concept for the research fellowship is established. This is an opportunity for a group of Vice-Presidents of Research with extensive experience in academia, original research, writing manuscripts for publication and ideally experience of qualitative research and supervising students, who can establish this research fellowship and start generating the outputs for conference presentations and contribute to publications.

Vice-President of Summer School

The Medic Mentor summer school was established because of numerous requests from parents and young people to create a residential week of training, coaching and development for personal statement mentoring and interview practice. Our ethos is to never write a personal statement for our students. Instead we train them in the skills and knowledge needed to be able to write a successful application themselves. The summer school is therefore a week-long residential programme for up to 50 aspiring medical, dental and/or veterinary students. The week includes an educational programme that consists of medical-wider reading, personal statement writing, interview techniques, admissions test training and covering all of the aspects required to make a successful application. Over 80% of students who attend the summer school obtain a university offer for medicine, dentistry or veterinary medicine. It is an intense week, where students have unlimited access to high quality mentors from scholars and vice-presidents. The summer school runs for four weeks in the year, three in London and one in Scotland and is a well-established and effective programme which has been running for five

years. We are looking for a Vice-President of Summer schools who can enhance the curriculum, organise the courses, recruit the team of scholars and vice-presidents for the events, trouble-shoot on their feet and provide the leadership and mentoring for one or more of the summer school weeks. This provides a fantastic opportunity to be responsible for a national course and work with an incredible team to make it a great success. Students attending the summer school are from a range of backgrounds and a mixture of self-funding students and students who have been offered government funded places.

Vice-President: Chief Editor of the Mentor Magazine

The Mentor Magazine is a national quarterly 120 page publication, which incorporates medical, dental and veterinary content written by our aspiring students, scholars, vice-presidents and high profile writers, including opinion pieces, debates, interviews, reflections, news, reviews, all of which forms essential medical wider-reading. It is also an exceptional piece of art and design with beautiful illustrations and artwork in every issue. The Mentor Magazine is the pride and joy of Medic Mentor and we aspire to make every issue better than the one before. We are looking for a Chief Editor of the magazine; an individual who like the Vice-President of Publishing, has a meticulous eye for detail, a sharp mind for relevant and timely content and can give feedback critically and constructively to the magazine editor scholars. This is an incredible role for an individual with a passion and drive to pursue a career in medical publishing, and we have already seen a magazine editor obtain a scholarship with the BMJ.

Vice-President for Widening Access

Medic Mentor are passionate about widening access to medicine and our ethos is to provide the pertinent information to all of our students, to even the playing field and address misconceptions. All of our initiatives are offered free of charge to students and families who meet our low-threshold widening access criteria, as we know that with the right attitude, right information and right level of commitment and aptitude, regardless of background, you can be an exceptional doctor, dentist or vet. The Education Directorate of Medic Mentor are a highly diverse team of doctors, dentists and vets each with unique stories and routes into their professions. We are now looking for a designated Vice-President of Widening Access to provide this integral perspective and incorporate it into all of our programmes and resources, to ensure we are a truly representative organisation. This fantastic role allows you to gain oversight of all of the Medic Mentor events and programmes and contribute to many of them. You will need to be innovative in your approach of how to make these programmes and resources as accessible as possible. You will also be an incredible advocate for students applying from widening access backgrounds, by establishing a mentoring relationship with them.

Vice-President for Welfare and Wellbeing

Medic Mentor take immense pride in getting to know and building lasting relationships with our teams, our scholars and our aspiring students. We cultivate a culture of support and positivity. With this open, honest and transparent approach comes a great responsibility to our scholars and aspiring students in their times of need, be it personally or professionally. We embed in our students the importance of resilience, with which comes acceptance of failure, and riding the highs and lows of the challenging careers that are medicine, dentistry and veterinary medicine. We are looking to further establish our wellbeing team who can provide that pastoral support and direct students to the right services where needed. This may sound like a daunting responsibility in some ways, but we are not looking for counsellors or psychologists. Instead we are looking for excellent communicators, who can provide a support and a listening ear and help address underlying issues and/or health problems by

directing students to organisations that can help them, for the minority of students who need that extra level of support. This is so important to help prepare our scholars and students for life in the NHS/equivalent and we want to help students learn coping strategies and know their limits well before the responsibility of working life is placed on their shoulders. This is a role for an empathetic individual, but needs no more experience than that, other than life experience of course!

Vice President for Careers:

The Vice-President for Careers is an integral new role open to individuals who are willing and able to inspire the next generation of medical, dental and veterinary students. As Vice-President for careers, you will be working closely with our incredible scholarship students, of which there are over one hundred! These are students who have competitively applied for and been awarded a funded scholarship from Medic Mentor in return for their contribution to educational projects. Medic Mentor coach and train our scholars to attain the highest levels of competency in their presentation skills, leadership, teaching, mentoring, research and academic abilities. We also provide unique educational opportunities and mentor them through every stage of the process. Given the aptitude and ambition of our scholarship students, we need a vice-president who is similarly ambitious and successful, who can share their wisdom, wealth of experience and guide our scholars through their career journeys. The role will include working very closely with the President to form mentoring relationships, develop careers resources and sign-post students to opportunities. The reward from this Vice-President role will be immense and you will be very well supported by the Educational Directorate to leave a lasting difference. See this link for details of the scholarship programme: <https://medicmentor.co.uk/scholarships/>.