

## Academia Officer

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### Position Description

Title of position:	Academia Officer
Reports to:	Director of Academia
Term of position:	Reviewed after 1 year
Type of role:	Voluntary

### Organisation Overview

Melanin Medics is a non-profit charitable organisation for the present and future African and Caribbean doctor. Our mission is to promote diversity in Medicine, widen aspirations and aid career progression through educational programmes, social empowerment and valuable resources. We are focused on implementing positive, practical solutions to support African and Caribbean aspiring medics, medical students and doctors in the UK who have been found to face a number of challenges on their career journeys.

Founded in 2017, Melanin Medics serves over 900 members collectively within our networks of aspiring medics, medical students and doctors. Melanin Medics is committed to being a representative voice for both the current and future African and Caribbean doctor in the UK.

We believe that the power of our organisation comes from the passionate people who believe in our mission and similarly desire to make a difference to those around them. Melanin Medics is a rewarding working environment that provides our team with a strong sense of achievement and recognition for the important work we do.

### Job Overview

The Academia Officer is responsible for the Melanin Medics Research Network and educational programmes, ensuring that high standards of quality and service are maintained. Officer have a Research or Education focus.

### Responsibilities and Duties

- Supporting the Melanin Medics Research Network
- Designing and assessing educational programs
- Preparing learning materials for educational programs and activities
- Collate feedback to judge how educational activities are received and if changes are needed
- Recruiting and training tutors
- Compiling and presenting information
- Supervising and monitoring progress made via educational programs or schemes
- Liaising with relevant groups and organisations
- Contribute the creation and running of a research project
- Must play an active role in engaging in Melanin Medics Projects, for the operational year

To apply: please complete the Application form and submit your along with the names and contact details of two references via <https://tally.so/r/meqQKx>. **Deadline:** 30th of June 2022

### **Essential Selection Criteria**

- Strong ethical leadership abilities.
- Excellent written and verbal communication skills.
- Strong people skills.
- Outstanding organizational skills.
- Ability to develop programmes
- Demonstrable research proficiency

### **Desirable Selection Criteria**

- Experience working in a not-for-profit organisation or charity role with exposure to the not-for-profit sector would be an advantage

### **Organisational Relationships**

- Reports to the Director of Academia
- Manages significant projects and/or functions, including responsibility within the organisation for the research network and educational activities
- Works closely with: Director of Academia and other Academia officers