

Freelance Workshop Facilitator

Position Description

Title of position:	Freelance Workshop Facilitator
Reports to:	Director of Programmes
Term of position:	Reviewed after 1 year
Type of role:	Paid (£25 per hour)

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.

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



Job Overview

We are excited to be recruiting a Freelance Workshop Facilitator to deliver our Allyship & Advocacy workshops medical students and doctors, helping them gain knowledge to better understand and support colleagues and patients from diverse backgrounds.

Each workshop will involve either a virtual format or visiting one of our partnering organisations or medical schools to deliver a workshop. Workshops involve a group of approximately 25-30 participants.

£50 per workshop (pro rate for each 1.5 hour workshop session)
Approx. 3-6 workshops per month

[Closing date for applications: 30th of June](#)

Responsibilities and Duties

As a Freelance Workshop Facilitator for Melanin Medics, you will be expected to:

- **Deliver workshops** - The key duty is to deliver our range of medical school and work-based workshops to groups of medical students and doctors. Each session is between 1.5 hours and at busy times our team can run up to 2 workshops in a day. You will need to have a flexible approach, be happy working with new groups of medics and be calm under pressure.
- **Prepare for workshops** - You will need to collect the appropriate materials and presentations before each session. You'll also need to liaise with the team to ensure all the appropriate arrangements with medical schools and organisations are in place.
- **Complete monitoring and feedback** - Ensuring feedback is completed by workshop participants, fed back to host organisations and input for Melanin Medics own records.
- **Commit to training** - You will need to attend the induction training which will consist of two training sessions held virtually, and in part at workshops with organisations or medical schools.
- **Ensure best practice** - We have a fantastic reputation for the delivery of our workshops and we would expect all Freelance Workshop Facilitators to strive to ensure that each session is delivered to a high standard. We want you to be a real part of the team, providing feedback and actively contributing to new ideas and best practice to keep the charity evolving.
- **Show commitment to your professional development** - Full training is provided, however we would expect you to keep up to date with new developments across our sectors and within equality and diversity.
- **Maintain excellent relationships** - You will maintain existing relationships with organisational partners and medical schools, seeking to create new opportunities wherever possible.
- **Think creatively** - A creative approach is needed to come up with new ways of expressing our message and teaching our participants.
- **Set positive behaviour expectations** - You will need to set clear expectations and use positive behaviour management approaches, such as when guiding participants to listen or stop an activity.
- **Undertake other duties as deemed appropriate** – Such as updating session content appropriately as well as sharing relevant resources

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Person Specification

- Up to date DBS check
- Show a clear enthusiasm for equality and diversity related issues
- Outstanding communication, organisation and presentation skills
- Confident public speaking skills
- Have the ability to work independently
- Have experience dealing with a range of behaviours
- Have a real interest in race equality in medicine and understand the barriers medics from ethnic minority backgrounds face in their education and training
- Excellent time management skills and ability to work well under pressure
- Be able to build rapport and demonstrate credibility with organisations and educational institutions
- Be flexible in approach to delivery
- Be confident meeting a variety of new people and presenting to new audiences
- Friendly, enthusiastic and positive attitude
- Detail-orientated with the ability to manage multiple projects at a time

Organisational Relationships

- Reports to and works closely with the Director of Programmes

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