



Society of Homeopaths

Professional Standards and Safeguarding Lead

Job Description

Reports to: Chief Executive

Responsible for: Professional Conduct Supervisor and occasional consultants.

Place of work: The post is primarily home based, but will require monthly travel to the Northampton office, and involve attendance at a range of meetings in different national locations. Occasional nights away from home may be required. Attendance at the Society Annual Conference is expected.

Hours of work: 15.00 hours per week, flexible remote working.

Summary

The Professional Standards and Safeguarding Lead is responsible for the development of professional practices within the Society Membership. The main responsibilities are to:

- Interpret, develop and deliver the regulation of professional standards within the Society.
- Oversee the delivery of a coherent professional standards and safeguarding strategy to the Membership throughout each year.
- Proactively manage the Society professional standards risk matrix.
- Support and advise the Society Board on issues concerning professional practices in homeopathy within the Society and externally.
- Prepare internal and external professional standards communications.
- Lead the Society's annual application to the Professional Standards accredited registers scheme and oversee delivery of work associated with the accreditation.

Responsibilities

Governance of Professional Standards

- Develop and review Society professional standards, consulting and engaging with Society Membership
- Ensure relevant policies, structures and procedures are in place to maintain and monitor professional standards in line with PSA accreditation.
- Administer the work of the Professional Standards Committee, preparing reports and implementing decisions. Ensure that risks, policies and procedures are brought to the committee in a timely and structured way.
- Review Society and PSA risk registers and ensure adequate risk mitigations are in place.

Safeguarding and Managing Concerns

- The post holder will be a Designated Safeguarding Lead for the Society (training will be provided).
- Act as a point of contact for concerns from the public, external agencies and members providing advice or referring to the Professional Conduct Supervisor as necessary.
- Manage the Professional Conduct Supervisor working together to ensure that professional conduct standards are appropriate, and that administration of complaints adheres to the Society's procedures and is consistent with the PSA's standards.

Promotion of Professional Standards

- Plan professional standards communications to the Membership via the website and e-communications.
- Engage with individual Members to promote professional standards in a variety of ways including on the Society Forum, by telephone, email or face to face.
- Attend the Society conference and other meetings to present on relevant topics.
- Support the Marketing and Communications Manager and other members of staff in communicating with members on issues concerning homeopathy and professional standards.

Professional Standards Authority Accredited Registers Scheme

- Prepare the annual application for the renewal of accreditation by the Professional Standards Authority.
- Create a yearly plan to monitor and deliver Professional Standards Authority conditions and recommendations.
- Liaise with the Professional Standards Authority to deal with issues and clarifications as they arise.
- Attend the Accredited Registers meetings and seminars (often in London) and any other relevant external meetings with the Professional Standards Authority.
- Collate and deliver Professional Standards Authority reporting requirements for example, website audits.

Other Duties

- Liaise with the Society Membership and Registration Manager to ensure the Society's registration processes and CPD policy considers professional standards.
- Liaise with Education Lead to ensure alignment of course requirements with Society Professional Standards.
- Build and maintain relationships with other CAM disciplines and the Professional Standards Authority.
- Prepare and manage the budget for the Professional Standards function.
- Manage selected areas of the Society's research activity including the work of the Ethics Committee and the Outcome Measures working group.

Additional Tasks

Any other duties as may be deemed suitable to the post, and within the context of the Contract of Employment.

Terms and Conditions: You should read the Society's Terms and Conditions of Employment provided in conjunction with this job description, which together form your contract of employment with the Society. This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the jobholder.

April 2020