

Networking & Professional Development Working Group Lead Division of Occupational Psychology (DOP)

Purpose: To co-ordinate networking and professional development activities around the country

Term: Appointed on a three-yearly basis

Additional Information:

Our members are spread across the country and the Division wishes to support the development of networking activity in these areas for members to meet each other and also other relevant, interested groups in the area. Some of these events have been run in collaboration with the Association for Business Psychology and CIPD. Events can be run with working group members or through other contacts. Recently, there has been filming of events.

Activities:

- a) Arranging and running events, and guiding other group members to do the same
- b) Supporting members to run events including ensuring the correct documentation is completed
- c) Monitoring the progress of events and keeping track of total events run, including by other working groups in the Division for reporting in line with the Strategic Plan
- d) Balancing events to synchronise with wider DOP priorities, as well as working with other working groups, branches and other local groups
- e) Preparing budgets for events annually, and monitoring this through the year (for example by asking members how much they have claimed)
- f) Keeping the "How-to" guide up to date
- g) Encouraging new members to the working group to ensure coverage of events across the UK.
- h) Liaising with the Division administrator to develop awareness of required procedures
- i) Liaising with the Communications team / press office to ensure promotion of events
- j) Liaising with working groups and doing desktop research to locate appropriate speakers
- k) Updating the DOP committee on a regular basis as to events held and planned
- l) Chairing teleconferences with NPDWG members

Personal Attributes

- Good interpersonal skills with a supportive approach
- Well-organised and able to keep track of a number of simultaneous small events
- Able to work without close supervision - pro-active and uses initiative to find resources and speakers

Opportunities

- Contribute to the development of a strong Occupational Psychology network across the country
- Build contacts with prominent psychologists
- Develop experience, for example mentoring new members of the team
- Stay informed of the latest developments in Occupational Psychology
- Opportunity to attend local events
- Learn more about the processes of the British Psychological Society

Accountability

The Networking and Professional Development Working Group lead reports to the Continuing Professional Development Strategy Group Lead. He / She is accountable to the BPS, other members of the DOP Committee and the wider DOP membership.

Relevant Documentation

How-to Guide (available on request)