

Professional Volunteer
Workgroup volunteer to design, create
and deliver remote CPD training.

Ref WGRCPD - working from home

Role and Personal Specification

Professional Volunteer

Role Location: Working remotely from home

Salary: This is a volunteer opportunity which is unpaid.

Project Dates: Mid-October onwards (flexible)

Number of volunteers required: 4 - 6

Closing date for applicants: ONGOING

Interviews (Teams): ONGOING

The Project

One of the core pillars of Vision Action's 10-year strategy is to support the development of human resources in eye health. We do this in many ways, and one is by providing continued professional development (CPD) in optometry topics, especially in refraction skills, paediatric optometry and low vision Services. Through the commitment of previous workgroup Professional Volunteers, we now have materials on the above topics that are for face-to-face delivery. These materials have been designed, often using with permission, existing materials from organisations outside of Vision Action, to be delivered to optometry workforces working in low resource settings in low- to middle-income countries.

The next step in our delivery of CPD is to deliver the theoretical parts of our training materials remotely, via various means including webinars, recorded presentations, you tube style video. We need to do this in a way that it is accessible to those who live in areas of poor internet connection, use the low resources we have to deliver training.

We are looking for Professional Volunteers from optical and non-optical training and education backgrounds to work within a team to familiarise themselves with our existing materials, select sessions/topics for remote delivery, advise the most appropriate way to deliver the material and ways of checking learner understanding, create remote delivery content. Working with the Optometry Associations in the countries we work in to attract CPD points and support the delivery of remote training to their members, which may involve workgroup members delivering webinar style training or recorded training sessions. Remote learning increases access to CPD delivering training with a low carbon footprint.

In addition, we want to explore how we can create interactive online material using software such as moodle.

Group members who deliver optical training but be registered to practice optometry.

Professional Skills Requirements

Required, applicants *must* have the following experience:

- ✓ Current or recent employment in a training and education role
- ✓ Current or recent experience of training facilitation, delivering skill sharing, discussions and optical education, especially remotely
- ✓ Good ability and experience to create webinars and other online content
- ✓ Good knowledge on how to structure a training session to optimise the learner experience
- ✓ Good IT skills, including access to Teams, Google Drive, Word, PowerPoint and Excel
- ✓ Excellent communication skills
- ✓ A proven background in training or academia
- ✓ Experience of current evidence-based methodologies
- ✓ Excellent understanding and support of Vision Action's strategic vision, mission, goal and strategies
- ✓ Ability to follow Vision Action's format and style guide for materials
- ✓ Ability to commit hours required over the time period (6 - 12 months) and meet deadlines
- ✓ A willingness to support eye health in Africa, via sustainable services

Some members of the workgroup will need to be registered to practice optometry.

The Person

Personal Requirements:

- A passion for training others
- Delivery of CPD sessions as author, presenter or facilitator
- Supervisory experience with junior staff, undergraduates, pre-regs or trainees
- Examples of education materials prepared by applicant
- Experience working in Google Drive: Documents, Sheets, Slides, forms
- Able to work within a team
- Hard working, flexible and motivated

Role of the Volunteer

- Reading and agreeing to Vision Action's policies and volunteer commitment statement
- Being available for mutually agreed team e-meetings (Teams) – these can be any time of day or early evening depending on group availability.
- Giving regular time to dedicate to working on and delivering materials, including reviewing and planning of training materials
- Share your remote training delivery experience and know-how with other workgroup members
- Share your optical knowledge remotely
- Adapting training materials, to be peer reviewed
- Record webinar style training videos
- Log your volunteering hours
- Become a remote mentor
- Other tasks as required to complete the aim of the project
- Embrace cultural differences and different ways of working
- Being an ambassador for Vision Action
- Completing a testimonial for Vision Action

Commitment Requirements

You will need excellent planning skills, both personally and within a team.

This is a long-term volunteering role, please make sure you have the time to fulfil this.

This project can only succeed if workgroup members are willing to put in the time and commitment to finish tasks and complete the project.

Good communication skills are needed throughout.

Financial Commitment

This unpaid role, without expenses.

How to Apply

Please email your CV to Judith Trigg at volunteering@visionaction.org.uk and in the body of this email please provide full details of your relevant experience and why you would like to be considered for this role.

Preference may be given to applicants from an optical training background with the full relevant experience and qualifications.

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