SUTURE UK RECRUITMENT

APPLICATION GUIDANCE

Thank you for your interest in joining our team! We are a rapidly growing organisation committed to improving surgical skills training for medical students.

Application Instructions:

Please rank your first and second-choice roles. Role descriptions can be found below. The term for these roles will be from January 2021 to July 2022.

Please submit a 2-page CV and 300-word personal statement outlining your reasons for applying and the skills and experience you will bring to your role. Please include the role you are applying for in order of preference.

Applications should be sent to info@sutureuk.com. Please include the roles you are applying for in the subject of the email.

The deadline for applications is 17:00, Friday 11th December. All applications will be reviewed by 2 members of the steering committee and are scored according to a pre-defined rubric. Applicants will be informed of the outcome of their applications in early January.

For transparency, **below is the scoring matrix used for selection**. Feedback is available upon request.

SUTURE UK

Surgical Education for Undergraduates

SCORING MATRIX

	Points				
	1	2	3	4	5
Understanding the aim of SUTURE UK and share vision	Misconception of SUTURE UK aim, and no/little shared interest demonstrated	Understanding of SUTURE UK without convincing evidence of shared vision	Good knowledge of SUTURE UK with some shared ideas of surgical education	Good knowledge of SUTURE UK and demonstrate shared vision from reflection	Insights into vision and potential of SUTURE UK with common synergetic goals
Organisational skills	No/little evidence	Some evidence limited to local organisations	Good evidence in complex local or regional organisations	Good evidence in regional or national organisations	Clear evidence of transferrable organisational skills relevant to surgical education
Teamworking	No/little evidence	Limited evidence confined to small a group of individuals	Some evidence of working in a diverse group	Good evidence of working in a diverse group with clear strategies	Clear evidence of productive teamworking with diverse individuals in multiple sites
Experience in surgical education	No/little evidence	Some informal or ad hoc activities	Formal teaching responsibilities		
Role specific experience	No relevant experience	No/little relevant experience but transferrable experience demonstrated	Some role-specific experience with transferrable skills	Good relevant experience with other transferrable skills	Clear relevant experience with clear potential to take up other roles in the future

ROLE DESCRIPTIONS

Education Team Member (3 positions available).

- Assist with the development of learning resources hosted on our website.
- Help drive curriculum development.
- Prior experience in surgical education design and delivery is essential.
- Prior experience in video editing is essential
- This role reports to the SUTURE UK education lead.

Research Team Member (3 positions available).

- Support delivery of national research projects in surgical education.
- Assist protocol writing, registration and funding applications.
- Get involved in data analysis (competency in R is desirable).
- Help draft manuscripts for publication.
- This role reports to the SUTURE UK research lead.

Industry Team Member (3 positions available).

- Identify and approach potential industry partners.
- Negotiate and secure deals for our affiliated societies and members, including:
    - Surgical skills equipment.
    - Surgical education resources.
- This role reports to the SUTURE UK industry lead.

Social Media Officer.

- Oversee all social media accounts (Twitter, Facebook & Instagram).
- Co-ordinate our monthly SurgEd forums on Twitter.
- Develop strategies for promoting our content on social media.
- This role reports to the SUTURE UK marketing director.

Communications Lead.

- Secure endorsement and support from speciality and trainee organisations.
- Develop strategies for promoting our content amongst partner organisations.
- Design and deliver collaborative events with other organisations in surgical education.
- This role reports to the SUTURE UK marketing director.

Brand Manager.

- Edit and market SUTURE UK domain material (education, research and industry).
- Prepare promotional and marketing material for publication on social media and our website.
- Prior experience in graphic design is essential and video editing skills are highly desirable.
- This role reports to the SUTURE UK marketing director.

Website Officer.

- Maintain our website and publish the latest content and material online.
- Regularly update the members area and assist with member registration.
- Collate and distribute our monthly newsletter.
- Prior experience in Wix website creation software is desirable.
- This role reports to the SUTURE UK webmaster.

Webinar Leads (2 positions available).

- Design and deliver innovative online webinars in surgical skills and education.
- Approach and liaise with key-note speakers.
- Moderate sessions and collect feedback.
- Prior experience organising webinars is highly desirable.
- This role reports to the SUTURE UK webmaster.