

EMCC UK BOARD

Professional Excellence Director – Role Specification

The Context

EMCC UK is a professional membership organisation which encourages excellence and progression for mentors and coaches. Our aim is to define, create and promote best practice for all in mentoring, coaching and supervision. For professionals in the field we provide a reference point for EMCC standards and a continuous conversation about how to keep improving them. Our services to our membership focus on three key areas:

- **Developing and progressing**

To enable our members to recognise their ability and signal to others by bench-marking their capability against EMCC Standards and progressing through our professional development pathway to achieve accreditation of their practice.

We provide opportunities for our members to gain appropriate qualification, continue their professional development and achieve certification through conferences, regional meetings and CPD events.

- **Support and learning**

For our members to meet and network with like-minded people who have a passion for coaching and mentoring at one of our Regional Network meetings which run across the UK. To learn with others at our events, conferences, through participating in our research or by accessing our resources and practical guides.

- **Recognition and belonging**

For our members to be part of our growing membership community of enthusiasts, practitioners, professionals and master practitioners who are influencing and developing coaching and mentoring in the UK and globally. We provide opportunities for people to join our volunteer team to gain valuable insights and experience to benefit their coaching and mentoring, and, their career.

1 Job Purpose

Responsible for engaging members (both individual and corporate) to Professional Pathway Framework (PPF) and providing support in applying EMCC Standards in their practice. Contribute to and influence the strategic direction, leadership and development of the EMCC Standards Community (Accreditation and Quality).

2 Key Responsibilities

2.1 Responsibilities

1. Specific Role Responsibilities:

- Sharing ideas and giving support for engaging members to PPF
- Collaborating with members to solve challenges in applying best practice
- Establishing and maintaining a positive and responsive partnership with EQA and ESQA accredited training program providers, EIA and ESIA award holders and engage them in promoting PPF
- Establishing and promoting the EMCC International Standards for Mentoring and Coaching Programmes (ISMCP) – Corporate Accreditation for Programme Design, Delivery and Evaluation
- Ensure that events and CPD are aligned with PPF
- Work with MD Director to ensure that members gain access to appropriate resources to support their professional practice and development.
- Recruit and organise Volunteer resource to deliver on plans.
- Ensure that Board is properly informed when making decisions that impact CPD and events.
- Represent EMCC UK in relevant workgroups of Accreditation and Quality ensuring UK concerns and developments are properly communicated and represented.
- Identify mutually beneficial strategic relationship or projects to promote the importance of PPF

2. Contribute with Board colleagues across EMCC UK Director Activities:

- **Governance** – Ensure that the management of the organisation is fully compliant with any statutory regulations and with EMCC policy and practice; Directors are expected to be conversant with all major policies and practice and to be able to explain these to volunteers/members when required.
- **Finance** – Directors are custodians of EMCC UK assets and must ensure those assets are carefully managed. They must be transparent in their financial practices and ensure that members are given a clear financial report annually. Directors have budget responsibility for their areas of accountability.
- **Representation** – Directors are expected to represent the organisation at all times in a positive and professional way that reflects the Brand Values.

- **Organisational development** – Directors are required to contribute to a strategic plan to develop EMCC UK to better meet its aims and objectives. They must constantly seek opportunities to enhance the benefits of membership for all types of members and to ensure a high quality experience of membership.
- **Operations** – There is a monthly Board meeting, which alternates between face-to-face and virtual. Directors are 'immediately' responsible to the Board for updates and actions in their area of responsibility.
- **Wider EMCC** – Directors may be required to represent EMCC UK at the EMCC International Council. They will contribute fully to the strategy and planning of the wider EMCC community as appropriate for their area of responsibility. They are expected to work with other EMCC member countries to share learning and experience and to develop closer and mutually supportive relationships

2.2 Skillset

The following skills are seen as helpful to the role:

- Ideally experienced in the development and application of standards.
- Well connected across the EMCC, willing to take a strong role in developing awareness and application of EMCC Standards.
- Experienced and practising coach/mentor, preferably EIA accredited at minimum Senior Practitioner level, and preferably a qualified supervisor.
- Working knowledge of standards of coaching and mentoring and a knowledge of international standards generally for mentoring and coaching.
- Working knowledge of assessment process within EMCC and/or similar quality awards.
- Current EMCC UK member
- Excellent organisational skills and the ability to prioritise tasks effectively/Programme Management skills
- Leadership skills
- Strong communication skills, written and verbal
- Hands-on delivery/outcome focussed, willing to contribute across the spectrum from strategic development to tactical delivery
- Proven team contributor yet able to maintain independent thought with respect to good governance