

### Fellow of the National Institute of Career Education and Counselling (NICEC) – Role description

This document sets out the role, responsibilities and requirement for NICEC Fellows.

#### About NICEC

Founded in 1975, NICEC is a learned society for individuals involved with career development. This includes those working in research, policy, consultancy, scholarship, service delivery and management, within education, the workplace, or the wider community. NICEC is focused on career development as a lifelong process and is interested in the way in which purposeful interventions can support individuals and groups to have more positive careers. We foster dialogue and innovation between these areas through events, networking, publications, and projects.

Its objects are to:

- function as a learned society promoting thinking and debate in the area of career education and counselling,
- develop theory and innovation through the convening of, and contributing to, seminars and conferences, and through a sustained output of thoughtful, informed and high quality publications,
- inform policy through representation on national bodies, convening policy consultations, publications and other activities, and
- enhance practice in the broad fields of career guidance and career development through staff development, consultancy and research.

NICEC has Members. Membership is open to all and members pay a modest annual fee for access to all events and other outputs. Many events also welcome non-members.

#### The role of Fellows

NICEC is owned, led and run by its Fellows who are appointed on the basis of their ability to support NICEC to achieve its aims. In legal terms, NICEC is a company and its Fellows are shareholders. Fellows meet at least six times a year to discuss the running of NICEC and share experiences and expertise. Fellow make an annual financial contribution to NICEC (currently £80). Members also pay annual membership fees.

Fellows elect a Board to manage the Company's operations.

The Fellowship determines how many Fellows are needed and what areas of specialism and strength would be most desirable. Recruitment then takes place on an annual basis. Anyone is welcome to apply to become a NICEC Fellow if they can provide evidence of meeting the person specification.

#### Person specification

Fellows are individuals who have had significant impact in at least one area of career development policy, practice or research. Fellows are expected to take a fair share of the work involved in running the society on behalf of the Members.

Fellows should be able to provide evidence of:

- a significant impact in the field of career development that may be evidenced by experience in the domains of practice, development, policy or research;
- a willingness to facilitate or stimulate constructive dialogue across domains of policy, practice, development and research;
- a commitment to continued learning in this field; and
- an interest in joining the NICEC and actively working to develop its activities.

In each recruitment round NICEC will be seeking to strengthen the diversity of the Fellowship in terms of UK geography, areas of work and expertise, and demographics

## Responsibilities

Each Fellow is expected to—

- show commitment to the development of the work of NICEC,
- inform and regularly update the other Fellows about their own work and other innovative work they can share,
- attend a minimum of three online or face-to-face Fellows meetings each year,
- contribute to the work of the company through some of the following activities:
  - chairing meetings,
  - taking minutes of meetings,
  - editing the journal or contributing to the editorial board,
  - bookkeeping and accounting,
  - managing membership and recruiting members,
  - managing NICEC's website and external communications,
  - planning the NICEC's programme of meetings and events,
  - organising network meetings,
  - leading seminars,
  - delivering presentations,
  - drafting papers,
  - leading or participating in project teams.
- promote and advocate for the work of NICEC and for career development work more generally,
- abide by the protocols and values of the company as may be determined by the shareholders of the company from time to time.

Some of the work included above is vested in Fellows who take a specific role for a period of time. Such roles include Chair, Board Member, Membership Secretary, Financial Manager, Programme Manager for events, member of journal Editorial Board and so on. All Fellows are expected to take on such roles over the course of their Fellowship to share the workload of running NICEC fairly.