



Institute and Faculty of Actuaries

Deputy Chair – XXX Working Party

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an experienced, proactive and innovative volunteer to take on the role of Deputy Chair of the XXX Working Party.

This volunteer will already have a good industry profile and an excellent network of contacts. They will be someone who is keen to build on the excellent foundations which have been created in this field by the various working parties and keen to help shape and drive forward the research remit for the practice area for the future.

“Task” and “Person” Specification:

“Task” Specification

The Deputy Chair will work alongside the Chair, to co-ordinate and lead members of the working party to enable them to collectively, and working in conjunction with the IFoA Executive staff, play their part in helping the profession to deliver the following activities:

- identify emerging issues, including horizon scanning, and ‘hot topics’ of relevance to the research area
- ensure the working party delivers a number of outputs as agreed on an annual basis
- oversee the development of high quality research which is timely, relevant, and of high impact to the profession or its members

The Deputy Chair will also:

- provide an update on the status of the working party, key actions and progress against planned outputs regularly to the Research Shadow, in support of the Chair.

Reporting and Selection

The Chair will report into the practice area Research Sub-committee, and will liaise with their research Shadow and the Communities Research Manager. The Deputy Chair may deputise for this role.

Tenure

The appointment is for three years, initially and may be renewed.

Time commitment

The time commitment will be approximately one day per month.

Attendance would be required at regular working party meetings, normally monthly video conference for one hour. Meetings are held via Teams.

“Person” Specification

The Deputy Chair will be someone who:

- is a Fellow or Associate of the IFoA with ideally three years post qualification experience
- has a broad and extensive experience within the industry and is able to command respect of the members of the working party
- has an established network and profile in the practice area
- has a broad understanding of Life matters in the wider context of the profession
- will ensure the Terms of Reference and the annual update to the Sub-committee are the focus of activities of working party, and are supporting the IFoA’s strategy and corporate plan
- will network on behalf of the IFoA to keep abreast of emerging issues, including horizon scanning and ‘hot topics’ of relevance to the practice area
- has a collegiate approach and a desire to foster a sense of community amongst members of the working party and to deliver responses which benefits members in all territories
- will be able to delegate tasks effectively to working party members and be able to meet strict deadlines

In return, the volunteer will:

- be able to influence and contribute to the practice area at a research and policy level
- be provided with excellent professional support and assistance during your tenure
- develop an effective network of contacts across the industry

Claiming CPD

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#)

January 2025