



Institute and Faculty of Actuaries

Member – XXX Working Party

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an experienced, proactive and innovative Fellow or Associate of the IFoA with ideally three years post qualification experience; **OR** who is a non-member with relevant skills and expertise to support the research topic **OR** who is a student member of the IFoA with an interest in the topic and a capacity to support the research. to take on the role of member 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 member will work collaboratively with other members of the group, and at the direction of the Chair/Deputy Chair, to help the profession to deliver the following research related activities:

- identify emerging issues, including horizon scanning, and ‘hot topics’ of relevance to the research area
- take responsibility for supporting the Working Party to deliver a number of outputs as agreed on an annual basis
- to follow the appropriate governance required by the IFoA, as a member of a member-led research Working Party, as highlighted in the Volunteer Information Pack (VIP), The Actuaries Code and other relevant documents
- to access any data provided for your role in an appropriate manner, bearing in mind IFoA Data Handling regulations, competition law and other relevant matters.
- to support the development and dissemination via papers, blogs, presentations and other means of high quality research which is timely, relevant, and of high impact to the profession or its members

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, these are normally monthly video conference meeting which last for approximately one hour. Meetings are held via Teams, location is not a barrier.

“Person” Specification

The member will be someone who:

- is a Fellow or Associate of the IFoA with ideally three years post qualification experience; **OR** who is a non-member with relevant skills and expertise to support the research topic **OR** who is a student member of the IFoA with an interest in the topic and a capacity to support the research. The selection panel should ensure a balanced and relevant group of members, for the research being undertaken, such that a broad range of background and experiences are appropriately represented.
- 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 practice area 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](#).

[Month] 2025