

# Role Description

## Early Career Advocate

### Introduction

The Early Career Advocate facilitates the professional representation of early-career professionals to the broader industry and supports the early career professional with help from both the Institute and industry. The role will act as a single point of contact for the intersection between the member group and early career professionals.

The role is mandatory and should ideally be held by an early career professional. The Early Career Advocate may have other committee roles but should not have other mandatory roles.

The role of the advocate is incredibly broad on purpose, in short, they are the eyes, ears and voice of the demographic within the scope of the member group they are embedded within. They will ensure that the Early Career Executive's message is spread to the relevant members of the group, that the member group is aware of the needs of early career professionals, the member group is undertaking some work aimed towards the demographic and also liaising with industry, academia and governing bodies to understand the upcoming requirements of new staff and the hurdles and difficulties experienced by early career professional and work force officers in working with the demographic. All this will be reported to both the member group and the executive to ensure the society and executive's work remains relevant.

### Responsibilities and Actions

The actions of the Early Career Advocate should include:

#### Required responsibilities and actions Annual Report

Create input for the Member Group Chair's AGM report on activities, successes and plans.

Create input for the Early Career Executive Chair's annual report on activities, successes and plans.

#### Suggested responsibilities and actions For early-career professionals of the member group

- Welcome, as appropriate, new members to the member group and the BCS at large
- Facilitate awareness of relevant BCS services, products and events

- Encourage participation and engagement at events and in volunteer roles
- Support progression through member grades
- Liaise with early-career professionals to document the challenges and barriers they face

### **For the member group on behalf of early-career professionals**

- Ensure that sufficient events are engaging to early career professionals
- Support the committee with insight into the current needs of early-career professionals

### **For early-career professionals of the wider profession (IT organisations relevant to the member group)**

- Gather case studies and experiences of early career professionals throughout their career
- Liaise with early-career professionals to document the challenges and barriers they face

### **For the wider profession on behalf of early-career professionals**

- Liaise with individuals to establish challenges and obstacles they face with relation to early career professionals

### **For the broader community (individuals or groups relevant to the member group)**

- Supporting the organisation of events within their remit
- Liaise with industry promoting Early Career Executive campaigns
- Liaise with Student Chapters to ensure that the member group includes the chapter within its relevant activities.
- Liaise with non-members to document challenges and barriers they face with relation to joining BCS

### **For the broader community on behalf of early-career professionals**

- Liaise with industry to report challenges and obstacles they face about employing early career professionals
- Gather case studies and experiences of early career influencers (teachers, recruiting professionals and parents)



## **Council constituency**

As an Early Career Advocate, the post holder will be part of the constituency known as young professional and will be able to vote on nominations.

## **Support**

The Early Career Advocate will be supported by:

- The Early Career Executive, through its committee
- The member group committee
- A training package that will introduce the role's scope and benefits suggests various actions and processes the advocate should take.
- A discussion group for Early Career Advocates to discuss issues, solutions and best practice.
- A central source for information on standards, contacts, useful products etc.
- HQ staff via the Early Career Executive Committee