

REGIONAL HEAD

In2MedSchool

In2MedSchool is a widening participation initiative that consists of a group of medical students and junior doctors helping underprivileged school children apply to study Medicine and related subjects at University.

Mentoring Team

This team is responsible for overseeing the running of our free, national 1:1 mentoring scheme where aspiring medics are matched with a local medical student/doctor who will be there mentor throughout the application process.

Role Description & Requirements

- Recruiting Mentors via posts on social media platforms
- Monitoring Mentor application form submissions and sending welcome emails out accordingly
- Ensuring all local Mentors have filled out the Safeguarding Form (including Code of Conduct, satisfactory Criminal Record Check and Children Safeguarding Training)
- Maintaining contact with Mentors using their Mentor IDs, providing them with adequate resources and support for their Mentoring role, and answering any questions

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- Finding schools in their region via the Gov.uk website and searching according to percentage of students with EAL, free school meals, and low grades
- Finding school contact details and initiating contact
- Sending 5 recruitment emails per day (equating roughly 35 per week) to local schools and persisting contact if no reply within 48 hours
- Informing schools of our Zoom breakout room procedures, Code of Conduct, Criminal Record Check and safeguarding policy, and answering questions
- Accessing Mentee registration details via the Google sheet or Teams document, and using to initiate pairing
- Regional Heads must not share the details of Mentees from this document with anyone other than each respective Mentor. To do so will break GDPR law.
- Liaising with the school to pair Mentors and Mentees within 14 days of initial school contact
- Maintaining at least half-termly contact with participating schools- ensuring to provide clear information on Zoom breakout room procedure, code of conduct for Mentors, and resources available for Mentees
- Maintaining at least half-termly contact with active Mentors- answering questions, providing resources, and referring any and all concerns onto the committee.

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Application Process

Click [here](#) to apply to become a regional head at any of the medical schools in the UK.

Line Manager

You will be line managed by a national mentorship coordinator who has previous experience as a regional head.

Contact Us

For more information about the role, please contact:

- Joana Rodrigues (England):
 - joana.rodrigues@in2medschool.com
- Heynes Brown (Scotland, NI, Wales):
 - heynes.brown@in2medschool.com

For more information about In2MedSchool, check out our social media or send us an email.



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