



## CPD Co-ordinator

The Institute and Faculty of Actuaries (IFoA) is seeking engaged, proactive, and innovative volunteers to register as a CPD Co-ordinator for their organisation. Volunteers will be keen to keep their colleagues updated with IFoA developments, CPD requirements and be a point of contact between their organisation and the IFoA.

### “Task” and “Person” Specification:

#### “Task” Specification

Tasks will include:

- distributing the dedicated email update with relevant colleagues
- attending the CPD Co-ordinator webinars
- fostering a sense of community amongst other CPD Co-ordinators by registering, regularly accessing and communicating with other CPD Co-ordinators on IFoA communities
- making the IFoA executive contact aware of emerging issues and ‘hot topics’ of relevance

#### IFoA contacts:

Volunteers will be made aware of the dedicated IFoA executive and this will be the direct contact if required.

The Communities Engagement Manager will be the point of contact if the IFoA executive is unavailable or for escalation purposes.

#### Tenure

As there is no tenure date, we ask that CPD Co-ordinator inform the IFoA executive contact if they are stepping down.

#### Communication

To facilitate communication, with your permission we will share your business contact details with other CPD Coordinators in your organisation (as applicable), so that you can connect on issues of interest and practical matters to do with your role.

#### Time Commitment

Time commitment is variable, however we estimate approximately 2 hours per month. You can make the role your own.

#### “Person” Specification

- is currently employed in an organisation which employs at least one actuary who is a member of IFoA
- ideally, has a network within their organisation and able to leverage this to disseminate IFoA updates
- has a broad understanding of IFoA in the wider context of the profession
- will network on behalf of the IFoA to keep abreast of emerging issues, and areas of relevance

**In return, the volunteer will:**

- contribute to the content of the CPD newsletters and webinars if desired
- be provided with excellent professional support and assistance during your tenure
- be fully updated on emerging issues, IFoA news and have a dedicated point of contact

**June 2025**