



Working group member: Professional Learning platform – Soft skills content curation

No of new member volunteers	5
Timeframe	July 2019 – Sept 2019
Commitment	40 hours
Reports to:	Content steering committee

CFA UK are bringing a new professional learning platform to the membership. Together with CFA Institute, a framework is being constructed that identifies the skills and knowledge investment professionals need to succeed in their roles and progress through the industry. Many of the key skills identified are soft skills such as collaboration and leadership. We need your help in curating soft skills content that ensures our new platform is ready for launch.

This working group will be in close communication with the staffed office from July through to first stage product launch in September. The staffed office will provide detailed guidance on the curation policy and requirements.

Responsibilities and activities:

- Identify third party content (such as videos and articles) that offer clear educational benefit to the membership in the following areas:
 - Collaboration
 - Emotional intelligence
 - Curiosity
 - Personal effectiveness
- Work with the staffed office to quality check all identified pieces of content
- Approach publishers/ content originators to seek permission to use their content on the Professional Learning platform
- Deliver 10 or more pieces of relevant content per topic area

Who are we looking for?

- Volunteers with a keen interest in career development skills
- Volunteers who would like to curate relevant content
- Availability to progress this work regularly in the July to September period including a kick off meeting, regular calls and ongoing communication within the group and to the staffed office.
- Ability to work with a group to shape ideas.
- Understanding of what would interest the membership

What you will gain?

- Build your profile within the CFA UK network of volunteers, the wider membership and the industry
- Develop leadership, communication and team work skills through our volunteer personal development training
- Recognition for your contribution in shaping and delivering services to the membership
- Opportunity to meet and network with other like-minded investment professionals
- Volunteering brings a “shared experience” amongst peers that has long lasting benefits for your career
- Learn more about what to expect from volunteering in our FAQs [here](#)

If you are interested in applying for this opportunity, please download the Volunteer Application form and return it along with a copy of your CV to volunteer@cfauk.org

Deadline [for applications]: 10 July 2019