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CHCS CLG is seeking a Presenter and a Deputy for the CHCS Training Modules on Toxicology

CHCS offers two Toxicology Modules, “Basic Toxicology” and “Advanced Toxicology”. These two Modules are aimed at those undertaking classification and/or writing Safety Data Sheets in order that the science behind the data used for classification is better understood and helps to ensure a critical approach to data quality.

The appointment of the Presenter, and of the Deputy, will be for *both* of the Modules.

The Toxicology Modules are usually presented on-line, once a year in late Spring, and these appointments will be for the Spring 2025 season onwards. Each on-line presentation consists of two morning sessions of approximately 4 hours which are usually on two consecutive mornings, with the two Modules being scheduled in consecutive weeks.

Training will be available to those unfamiliar with the on-line presentation platform used by CHCS CLG.

CHCS TAP does reserve the right to schedule face-to-face presentations of the Modules. In that case the presentations of each Module will each take place in a morning and an afternoon session on the same day, with the two Modules being presented on consecutive days. For face-to-face presentations, subsistence will be provided, and travel, accommodation and subsistence will be expensed by CHCS CLG in line with CHCS scales.

CHCS also offers ‘In-house’ presentations where employers have a private group of their own employees trained. Only the appointed Presenter is involved for In-house presentations. In-house presentations are also usually on-line, and have timings similar to CHCS presentations. Applicants should be aware that In-house presentations can involve using an unfamiliar presentation platform. All presentation dates are negotiated with the Presenter and the Deputy, as appropriate, usually several months in advance.

Presenters and Deputies are encouraged to widen their interests and enjoy a significant discount for other CHCS Modules.

TAP will Audit Module presentations from time-to-time, and automatically for the first offering by a newly-appointed Presenter. These Audits are intended to be positive, and to facilitate improvement in content and delivery. Audits will always be notified to the Presenter and Deputy in advance.

Presenter

The appointed Presenter will be required to take over the two existing presentations. Within the existing structure, those presentations can be modified to the new Presenter’s personal style. A standard fee is payable in respect of that work.



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At this stage the new Presenter will also be required to check the content of the presentation ('slides' and hand-outs) to see if any updating is required as a result of legislative or scientific changes. If TAP considers the latter work to exceed the 'routine updating' (as described in the next paragraph), a supplemental fee will be payable at this stage. That fee and the scope of the changes, which shall be agreed between the Presenter and TAP in advance of starting that work.

Subsequently, where minor changes to the Presentation are required by evolving legislation, the appointed Presenter is expected to keep the Presentation up-to-date as part of their Presentation fee. However, adapting the presentation to major changes can attract a fee which would be negotiated and agreed in advance of starting that work.

Deputy

The Deputy must have the knowledge and presentational skills required to be able to take on the role of Presenter without notice, should the Presenter become unavailable for any reason at any point before or during the presentation.

Additionally, the Deputy is expected to assist the Presenter during the training by:

- Monitoring the platform's 'Chatbox' for delegate questions or other problems arising during on-line presentations;
- Assessing questions from the delegates posted in the Chatbox and either:
 - Answering the questions by responding in the Chatbox, or
 - Raising the question with the Presenter publicly at a suitable point
- Answering questions from the Presenter, where the question is intended to make a point, or to provide a different viewpoint;
- Helping with exercises by tutoring a break-out group of delegates;
- For face-to-face presentations, acting as the Administrator: tasks include liaising with the venue, managing the hand-outs, and helping delegates with exercises.

Application

The closing date for applications is 30th June 2024.

If you are interested in applying for either or both of these roles, please send an email to enquiries@chcs.org.uk attaching a short letter of application and a copy of your CV. Both documents must be in PDF format.

In the body of the email please include the contact details of two referees.

Please ensure that you make it clear in your email the role, or roles, for which you are applying (ie Presenter, Deputy, or both).

Please read the following notes before applying:



Applicants for these roles must be paid-up members of CHCS *at the time of application*. Those appointed will also be required to maintain their CHCS membership for as long as their appointment lasts.

In each case, the appointments described above will constitute an agreement between CHCS CLG and the **named individual** appointed by CHCS TAP. The person appointed may not transfer nor assign that agreement to any other individual, real or incorporate. Except by explicit written agreement from CHCS CLG, invoices for the service will only be accepted from the appointed individual in their own name, or from a private company where the appointed individual is the senior or only director.

In the event of the resignation or retirement of the Presenter of the Modules, the appointed Deputy will usually be offered 'first refusal' for that role.