

**British Cardiovascular Society
Job Description**

Job Title

Administrator (Corporate Development and Engagement)

The British Cardiovascular Society is celebrating its centenary this year (2022) making it the oldest cardiovascular society in the world. The Society is undergoing transformational change, celebrating its past, whilst preparing for the future with many exciting developments in the pipe-line.

The British Cardiovascular Society (BCS) is a membership organisation with charitable status. The BCS plays a pivotal role in the setting of standards, and through a variety of activities influences the quality of cardiology practice in hospitals throughout the UK.

The BCS works collaboratively and in partnership with a number of organisations including the European Cardiovascular Society (ESC), the American College of Cardiology (ACC), the BMJ in respect to our co-owned Heart eJournals, industry, the British Heart Foundation (BHF), and a large number of Affiliated Societies and for a number of these provides administrative and support services.

The core activities of the BCS are:

- a. Supporting and engaging with our members
- b. Strategic development of the cardiovascular training of doctors and other health care professions who work within the disciplines represented by the BCS and its affiliated societies
- c. Setting and monitoring clinical standards, audit and workforce planning within cardiovascular medicine through the Clinical Standards Division
- d. Ensuring support for academic cardiology and research through the Education division
- e. Working in partnership with others for the good of the profession and patients.
- f. Engaging with the public and media on matters of public or professional interest involving cardiovascular health

More details can be found at: <https://www.britishcardiosvascularsociety.org/>

Job Context

In recent years the BCS has proactively sought to strengthen relationships with pharma and the medical device industry. This collaboration has resulted in the development of 'Principal Partnerships' between the BCS and industry companies and at the end of 2021 the number of new partnerships in place totaled eight. The BCS needs to ensure these partnerships are

sustained to their full potential over the long term and that the value of them is evident to all parties.

In terms of international activities, the BCS currently has contracts in place with several third parties to deliver BCS education internationally, but we believe the opportunities to strengthen our foothold in international markets is much greater than that we have realised to date with a focused approach.

A new Corporate Strategy Working Group is about to be set up as a subgroup of the BCS’s Corporate Finance and Development Group and will be chaired by the VP for Corporate Finance and Development, Dr Cara Hendry. It will provide a governance framework to support these important strategic work streams.

Delivery of high-quality education is one of three key strategic themes in the BCS’s strategy (2022 marks year 3) and we would expect to see corporate development as a growth area for the BCS.

More broadly the BCS is in the midst of a number of key projects including conclusion of a digital project to include a new CRM, conference management system and websites, and an organisational review which will be completed in the first half of 2022. The organisational review has been driven by the need to ensure that the BCS continues to be fit for purpose for the future.

**Purpose and
Scope**

The role of Administrator (Corporate Development and Engagement) is a new role within the BCS. This role provides a real opportunity for the post holder to drive activities forward, strengthen relationships with key stakeholders and realise opportunities for growth.

The post holder will work closely with the CEO, VP for Corporate Finance and Development, officers and senior managers of the society and the Chair of the Education Committee as well as our strategic partners.

They will continue to nurture and foster communication and dialogue with our strategic partners in all areas of our work and provide the administrative support for these ventures. They will also provide administrative support to the Corporate Strategy Working Group drafting papers and preparing documents and reports for the group to review in agreement with the Group Chair.

In the first instance the post holder will report directly to the CEO though this is subject to change.

The post holder will need to manage all administrative aspects of the partnerships, ensuring delivery of BCS's core offering, coordinating and managing activities in relation to those partnerships to agreed timelines, act as first point of contact, and ensure that the partnerships run well and as intended. They will be expected to be on top of arrangements and activities and to keep an audited track of plans and discussions supporting the officers and CEO of the BCS with relevant information as appropriate.

They will attend other BCS committees where appropriate (e.g. Education, Digital, Communications and Marketing etc.) ensuring that the BCS's approach to international opportunities and our partnerships and potential partnerships are cohesive, joined-up and communicated well internally. They will join all relevant meetings linked to the exploration of new opportunities, picking up actions to take forward.

The post holder therefore needs to be suitably flexible to manage the wide-ranging remit of the role, with the potential to develop the role to meet changing needs.

Reports to

CEO (in first instance)

Works closely with

The post holder will work closely with the CEO, VP for Corporate Finance and Development, Officers and senior managers of the society and the Chair of the Education Committee as well as our strategic partners.

Major Responsibilities

Principal Partnerships

- To provide administrative management for and oversight to the principal partnerships to ensure delivery is as agreed ensuring long-term relationship opportunities are optimal.
 - Be responsible for ensuring partnerships are delivered as intended and to agreed timelines working with other internal staff and officers as appropriate to this end.
 - Act as first point of contact for partners and third parties and foster positive relationships with partners.
 - Ensure officers and the CEO have relevant papers ahead of meetings.
 - Attend meetings and record key notes and actions, and update tracker records in a timely manner.

- Contribute and be prepared with relevant information relating to partnership arrangements during meetings when required.
- Co-ordinate information internally so that collaborations and engagement with industry across different functional areas are fully joined up.
- Ensure internal business units of the BCS action aspects of the partnership agreements which fall within their remit.
- Manage arrangements around new sponsorships and renewals.
- Co-ordinate and manage ad hoc events and initiatives agreed with core partners etc. seeking input from other BCS staff as appropriate.
- Prompt internal actions in line with core deliverables – e.g. initiating and administering round table bi-annual meetings, drafting agendas for agreement with officers, sending invites etc.
- Provide overall reports and data relating to partnerships to BCS Committees and Boards as appropriate.
- Highlight any risks or concerns regarding partnership arrangements or delivery in good time.
- Liaising with principal partners as required ensuring a first rate professional service to them at all times.
- Managing administrative activities linked to deliverables.
- Co-ordinate diaries and set up meetings as required.
- Responsible for managing regular review and update of BCS web pages related to partnerships and input in to the annual report and AGM report on annual activities and key data metrics.

International Activities and Initiatives / Opportunities

- Manage the administration of existing international contracts and activities and act as key administrator for potential/new international activities.
 - Administer all administrative arrangements relating to existing contracts with third parties liaising with internal staff and officers as appropriate.
 - Act as first administrative point of contact for officers and CEO involved in discussions or developments relating to new international initiatives to support new plans and activities

through to delivery.

- Provide administrative support for any meetings linked to international activities/opportunities. Co-ordinate administrative arrangements and record and track plans and delivery ensuring timely communications to relevant internal and external parties.
- Provide reports and updates to Committees as required.
- Manage documents and directories in a structured easily accessible way on shared BCS drives.
- Responsible for managing regular review and update of BCS web pages related to international activities.

**(Working group)
Administration**

- Manage the administration of the monthly Corporate Strategy Working Group and its Chair. This governance group will, as part of its remit, ensure there is proactive management of these important principal partnership relationships as well as exploring other international and corporate development initiatives.
 - Liaise with the Chair proposing agenda items for discussion and finalising agendas.
 - Preparing relevant papers and information to inform agenda discussions as required using standard BCS reporting templates.
 - Take notes and produce an action log and manage it/follow up on actions between meetings in line with agreed internal KPIs.
 - Contribute relevant information from other committees to the Group where this is of potential interest or importance.
 - Produce reports in collaboration with the Chair of the Group to inform Finance Committee and other governance Boards of activities and plans.

Other

- Given that this is a new role the above list of responsibilities is not exhaustive and we would expect the requirements of the role to evolve over time and as the post holder gets to grips with the role. This may include for example, undertaking desk top research, drawing business intelligence together, reviewing potential opportunities for the BCS to explore and look at new international markets etc.

- Any other duties as may be reasonably expected and which are commensurate with the level of the post.
- Adhere and comply with the provisions of the BCS's Health & Safety Policy and all other HR and workforce policies.
- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities.
- Attendance at the BCS Conference over a 3 / 4 day period during the first week in June each year (currently in Manchester)

Person Specification

	Essential	Desirable
Qualifications and Education	Educated to an A-level standard or equivalent 5 GCSE or equivalent, including maths and English	University degree
Knowledge and Experience	Comprehensive administrative experience Experience of working autonomously and driving activities using own initiative Good working knowledge of Microsoft Office	Experience of / customer relationship management experience with external / third parties
Skills and Abilities		
	Extremely well organised and excellent time management skills Excellent interpersonal and relationship management skills Highly effective communication skills; both verbal & written Self-starter – able to work confidently on own initiative and be self-motivated Plans ahead and able to foresee	Able to use and engage with social media Report writing

	<p>potential issues and problems and takes action to address them in good time</p> <p>Able to work both independently as well as in a team</p> <p>Strong co-ordinator skills and good at multi-tasking with an ability to prioritise workloads</p> <p>Experience of managing meeting administration</p> <p>Takes ownership for all aspects of role including where this is reliant on the input of others</p> <p>Reliable, capable & works to high standards</p> <p>Adaptable to change</p> <p>Strong critical thinking skills and exercises sound judgement in decision making</p> <p>Strong 'can do' solutions orientated attitude</p>	
Other	Be able to attend the BCS conference in Manchester during first week of June.	

Terms and conditions

The role is offered on a full-time basis (although could be considered on a reduced term for the right candidate).

Salary: Band G

Band G of the BCS Salary Bands (£28,859-£32,467k full time) - Appointment will be circa £29-30k.

Annual leave: 25 days annual leave plus statutory holidays (full time)

- Other benefits:
- 35 Hour working week
 - Hybrid / flexible working (Office is based in Fitzrovia Square, London)
 - Pension scheme (defined contribution) with employers

contribution of 7% (full time)

- Death in Service Benefit (3 x salary)
- Access to Employee Perks Scheme (through Perk box)
- Employment Assistance Programme
- Season ticket loan / Cycle to Work scheme following probation
- Eye Care vouchers