

‘The Voice of UK Cardiology’

Vacancy for: Women in Cardiology (WiC) Project Officer (0.4 FTE)

The BCS is seeking to appoint an experienced part-time Project Officer to support our Women in Cardiology work stream and committee. You will be a self-starter with plenty of drive and initiative and have a passion for gender equality which can be applied to the field of cardiology.

The project officer will support the Clinical Lead for Women in Cardiology and the committee whose aim is to promote awareness and address issues pertinent to WIC with the BCS acting as an umbrella group for the affiliated societies. The post holder will support this new committee and the executive in the planning, management and delivery of WIC initiatives.

The post is offered on a 0.4 fte (14 hours per week) basis and we are seeking an administrator with at least two years administrative experience, with relevant qualifications, knowledge and skills as set out in the person specification.

To afford greater flexibility the role is offered on either 1) a hybrid basis with minimum one day office based at the BCS Fitzrovia offices (normally on Tuesdays – an all staff office day) for which the salary on appointment will be £12,097.60 per annum for 0.4 fte), or 2) a ‘remote working’ basis with occasional office attendance 4-6 times per year for which the salary on appointment will be £11,097.60 per annum for 0.4 fte.

Application Instructions

Application is by CV and covering letter. The covering letter should detail how you meet the person specification which is set out below. Applications without a covering letter will not be considered.

Please submit applications to Executivepa@bcs.com. Closing date for applications is: 12 noon Monday 23rd May 2022. Interviews will be held later that week. Successful applicants will be notified by close of business Tuesday 24th May 2022.

British Cardiovascular Society
Job Description and Person Specification

Title of post: Women in Cardiology (WIC) Project Officer (0.4 FTE)

Location of post: Hybrid or Remote

Reports to: Women's Officer and CEO

Type of contract: Permanent

Salary:

Band G of the BCS Salary Bands

Dependent on work arrangement requested:

1. Hybrid / office based appointment (1 or 2 days office based per week as preferred at the BCS in Fitzrovia, London) (£30,244-£34,025k full time). Appointment will be at the starting point of the band (i.e. £12,097.60 per annum for 0.4 fte).

OR

2. *Remote working (£27,744- £31,525 full time). Appointment will be at the starting point of the band (i.e. £11,097.60 per annum for 0.4 fte).
*With occasional attendance at the BCS offices in London 4-6 times per year to be determined for which travel expenses will be covered in line with the BCS expenses policy.

Aims of the post

To work with the WIC executive committee to plan, manage and deliver initiatives that will promote and facilitate cardiology to be a gender-inclusive, accessible, family-friendly and attainable specialism.

About the Society

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.

Within the UK, women are under-represented within the field of cardiology, making up 28% of higher specialty trainees and 13% of consultants. The reasons for this are multi-factorial and include concerns about work-life balance, sexism and a lack of role-models.

Key Responsibilities

- Schedule and run internal WIC executive committee meetings
- Co-ordinate all BCS WIC projects
 - Dissemination of mentorship resources for trainees and consultants
 - Create an informal support network through social media i.e. WIC chats, webinars
 - Facilitate training courses on leadership skills
 - Work towards a yearly WIC conference

- Establish “taster days” to encourage medical students/undergraduates to consider a career in Cardiology
- Run a professional network for WIC across the UK ensuring both equal regional representation and a cohesive national network.
 - Co-ordinate meetings and elections for the national executive
 - Aid the setting up and support of local network groups (broadly aligned to Deaneries), co-ordinate meetings and distribute ideas for discussion/improvement
 - Disseminate important information regionally re: updates, national guidance and initiatives
- Identify new opportunities for engagement with BCS members, junior doctors & medical students.
- Liaise with existing undergraduate and early trainee organisations to facilitate support of WIC.
- Oversee social media campaigns with regular updates on BCS WIC Twitter feed and website.
- Build upon the existing BCS WIC website to provide a comprehensive resource for WIC and those considering a cardiology career.
- Work with the WIC Officer to secure further funding to ensure sustainability of the initiatives.

Other Responsibilities

- 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.
- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities.

Person Specification

The WIC Project Officer should have at least two years administrative / project experience and also possess the following essential qualifications, knowledge and skills.

	Essential	Desirable
Qualifications & education	Educated to an A-level standard or equivalent 5 GCSE or equivalent, including maths and English	University degree
Knowledge & experience	Comprehensive administrative experience Good working knowledge of Microsoft Office Experience & knowledge of social media	Experience & knowledge of website design Experience of project management & marketing
Skills & abilities	A passion for gender equality within cardiology Highly effective communication skills;	

	<p>both verbal & written</p> <p>Able to use and engage with social media</p> <p>Able to work on own initiative and be self-motivated</p> <p>Able to work both independently as well as in a team</p> <p>Excellent organisational & time management skills</p> <p>Reliable & works to high standards</p> <p>Ability to prioritise workload</p> <p>Adaptable to change</p> <p>Able to work flexibly with some infrequent 'out of office' hours</p>	
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04 May 2022

Terms and conditions

Salary:

Dependent on work arrangement requested:

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Annual leave:

25 days annual leave plus statutory holidays (full time) - 10 days per annum based on 0.4 fte

Other benefits:

- Home working / flexible working
- 14 hours per week based on 0.4 fte
- Pension scheme (defined contribution) with employers contribution of 7% (full time)
- Access to Employee Perks Scheme (through Perk box)
- Employment Assistance Programme
- Season ticket loan / Cycle to Work scheme following probation
- Eye Care vouchers

In consultation with staff, benefits and policies may be reviewed and changed over time.
