

Appointed Chair of the Education Committee

Role Profile

Term of office: 3 years

Context

The British Cardiovascular Society (BCS) is a membership organisation with charitable status. The BCS plays a pivotal role in the setting and advising on standards and, through a variety of activities, influences the quality of cardiology practice in hospitals. It has a broad education portfolio, contributes to training, professional examinations and research activities. The BCS has an ambitious strategy to enhance its services and membership communications. Its vision is to be the voice of cardiology in the UK, to provide high quality education both in the UK and overseas, and to promote research in cardiovascular medicine in the UK in partnership with the BHF, NIHR and other stakeholders.

The BCS is governed by a Board of Trustees which has oversight of the legal context and governance of the Society, setting and approving its strategy. The Executive implements the strategy and develops the operational policy. The Council addresses policy matters relating to the stakeholders of the BCS.

The work of the BCS is undertaken by a number of different functional divisions, with a vice president (VP) providing clinical leadership to each division. The VPs, together with the President, the Honorary Secretary and the Non-Executive Directors form the Board of Trustees.

The divisions of the BCS are supported by various committees as shown in Appendix 1 attached. The Education Committee sits within the Division of Education. It acts as an advisory body to the Executive and the Board of Trustees of the BCS.

It is primarily responsible for delivering and developing educational programmes to meet the needs of trainees, cardiologists (revalidation) and allied health professionals ensuring appropriate and innovative modes of programme delivery.

The BCS has a 5 year vision to ‘be the leading voice for cardiologists in the UK’ and an ambitious strategy to enhance its services and membership communications. It has an ongoing mission to provide high quality education in the UK and overseas and to promote research in cardiovascular medicine in the UK in partnership with the BHF, NIHR and other stakeholders.

The Committee can issue recommendations, reports and proposals to the Executive Committee and the Board in relation to educational aspects of BCS activities, courses portfolio and future plans, including engagement with international markets.

The appointed Chair of the Education Committee will have responsibility for the committee’s development and delivery of education programmes which engage BCS membership and seek to deliver our aspiration to be the ‘go to’ organisation for BCS members and those working within the field of cardiology within the UK for educational courses and attract the cardiology community further afield.

They will work with the VP Education to develop future plans linked to conference delivery.

Role responsibilities

General

The Chair of the Education Committee reports to and works closely with the VP for Education. The post holder will also work closely with other officers, staff and BCS divisions to ensure synergy and cohesiveness of approach in line with strategic ambitions across the: Digital, Communications and Marketing; Professional and Society Ethics (and Women in Cardiology work stream); and Corporate Development and Finance functions. The post holder is responsible for providing leadership to the Education Committee in support of its remit and purpose and in line with organisational strategy and objectives. The Chair will work with the committee members (elected, co-opted, trainee, lay, and BCS ex-officio members).

Specific duties

1. Chair Education Committee and Education monthly lite meetings and to ensure that a programme of meetings is planned and agreed as far in advance as possible.
2. Work with the Education Committee Administrator to ensure agendas, papers and minutes are prepared in support of the committee's work on a timely basis and in accordance with BCS target timelines.
3. Ensure the Committee is managed in line with its defined Terms of Reference and constitutional requirements.
4. Strive to ensure that the recommendations of the committee reflect the wider membership of the Society, especially with respect to equality, diversity and inclusion.
5. Identify individual Education Committee members to undertake specific tasks or to be committee leads for specific topics.
6. Provide, develop and execute an educational programme to meet the needs of trainees and members of the British Cardiovascular Society which is fit for purpose and financially viable.
7. Ensure appropriate and innovative modes and methods of programme delivery to meet needs of stakeholders and maximise take-up.
8. Establish clear lines of engagement with Course Directors to ensure courses are developed and delivered in line with Education Committee requirements and strategic goals.
9. Facilitate development and delivery of education content of the annual BCS conference through membership of the Programme Committee
10. Develop other aspects of education, including international educational strategy in collaboration with and as requested by the Vice Presidents and/or Executive of the British Cardiovascular Society and the Corporate Development Working Group and in line with the BCS's strategic goals.
11. Encourage interaction between the Society and its members, including the associate members linked to the affiliated groups, in all aspects of education.
12. Undertake iterative review of the course programme, uptake, feedback, and budgets to inform proposals and recommendations for future educational programme strategy and plans.

13. Work collaboratively with the BCS Education, Communications and Digital staff team to develop and update educational content for the BCS website and promotional/marketing purposes.
14. Provide reports to the VP Education and presentations for the Board of Trustees of the British Cardiovascular Society through the Division of Education on educational programme delivery and proposed plans.
15. Contribute to the development of the Education division strategic plans and subsequent implementation.
16. Contribute to annual reports, AMG and other publications as required.
17. Provide support and input to the VP Education on matters relating to Academy activities as required and in respect to the development of materials for the Digital Knowledge Hub.
18. Support and facilitate interaction between the Society and its members, including the associate members linked to the affiliated groups, in relation to education matters.
19. Act as spokesperson for the Education Committee when required to do so.

Person Specification

Attribute or Skill	Essential	Desirable
Specialist Expertise in Education	<p>Thorough knowledge of the current medical training environment, at both core and specialist levels.</p> <p>Experience at a high level of administration/management of education.</p>	Similar related experience to the role of Chair.
Appropriate skills	<p>Demonstrable leadership qualities.</p> <p>Ability to work well in a team and communicate effectively.</p> <p>Evidence of commitment to the NHS.</p> <p>Effective clear verbal and written communication skills.</p> <p>Good knowledge of the Equality and Diversity principles contained in the Equality Act 2010 and how they apply to medical education.</p> <p>To have completed a formal course in Equality and Diversity.</p>	<p>Successful committee chair.</p> <p>Evidence of the use of initiative.</p> <p>Good IT skills (appropriate use of email, word, spreadsheets, version control etc)</p> <p>To have completed a formal course in Equality and Diversity.</p>
Education Expertise	Demonstrable commitment to the development of specialist training.	<p>Evidence of professional development in education e.g. courses / qualifications.</p> <p>Contribution to developments in organisation / delivery of education.</p>
Clinical Expertise	To be in good standing with employer and GMC.	Achievement and additional contributions to speciality
Specialist Representation	To be a Member of the BCS.	

Roles and responsibilities set out in this document will be reviewed every 3 years

BCS Officers/Committee reshaped structure (exc. HS and President's Committees and Boards)



- Current Officers / Committees
- New VP roles and Committees

