

Recruitment of appointed Chairs for:

-BCS Education Committee - Term of office: 3 years

-BCS Programme Committee – Term of office: 1 year (Elect) followed by a 3-year term

The British Cardiovascular Society has recently revised its Vice President Education role. The VP (Elect) will have responsibility for strategic development and delivery of Education in all its forms. They will oversee, but not chair, the Programme and Education committees. Consequently, the British Cardiovascular Society (BCS) is looking to recruit Chairs for both our Education and Programme Committees.

The appointed Programme Committee Chair (Elect) will work alongside the current VP Education (Professor Andre Ng) to develop and deliver the 2023 Conference Programme as part of a succession planning arrangement and in order to become fully versed in the responsibilities and requirements of the role. Full details of the post and person specification are set out in the job description. Ideally candidates will have previous experience on the BCS Programme Committee and/or will have contributed to conference planning.

The appointed Education Committee Chair will take over with immediate effect as successor to Dr Shouvik Haldar (who has been appointed as VP Education (Elect)), who will provide support to the incoming Chair as part of the transition process.

Full details of the roles, our requirements and the revised officer and committee structure are detailed in the respective role descriptors.

Only ordinary members of the BCS may apply.

This is an excellent opportunity to play a key role in the activities of the BCS contributing to and supporting the development of educational programmes and activities fit for the future and in line with BCS strategy, member and stakeholder requirements.

Commitment

-BCS Education Committee - Term of office: 3 years

-BCS Programme Committee – Term of office: 1 year (Elect) followed by a 3-year term

Meetings will be a combination of face-to-face, virtual and hybrid. All reasonable travel expenses will be reimbursed in line with BCS expenses policy.

The Education Committee normally holds 4 full meetings per year of 2.5 hours duration interspersed with 1 hour Education ‘lite’ meetings in the intervening months. The full meetings are normally scheduled as follows: January, April, July and October. The Chair will also attend Programme Committee.

The Programme Committee normally meets 8 times per year for 3 hours duration and the Chair of the Programme Committee will also attend one-hour monthly meetings of the Conference Logistics Oversight Committee. The Programme Committee meetings are normally scheduled as follows: January, February, April, July, September, October, November and December. The Chair of the

Programme Committee will need to increase the time commitment to the role in the run up to the Conference each year.

In addition to the above, the respective Chairs will need to attend routine meetings together with the VP Education in support of the development and delivery of strategic plans.

The post-holders will therefore have to commit the time needed to deliver on the responsibilities as set out in the role descriptions and as highlighted incorporating the demands of the role into your work and on-call schedules.

Submission details

Please submit the following to executivepa@bcs.com

- A short CV.
- A short statement outlining how your skills, experience and expertise meet the requirements of this post as set out in the person specification.
- Completed *Equality monitoring form*.
- Completed *Declaration of Interests form*.
- Names and contact details for two referees.

Closing date for Applications: **5pm Monday 27th June 2022**

Shortlisted candidates will be notified by: **Monday 4th July 2022**

Interviews are expected to be held on either the afternoon of Monday 25th July or the afternoon of Wednesday 27th July 2022.

Applicants may wish to tentatively book leave in their trusts for the interview date in order that six weeks' notice is given.

Contact

For an informal discussion regarding these roles or for more information, please contact (as appropriate):

Rachael O'Flynn, CEO (Rachael.oflynn@bcs.com) or

Shoulvik Haldar (s.haldar@rbht.nhs.uk); or

Andre Ng, (andre.ng@leicester.ac.uk).