

Job Description

- Title:** Chair of the BSACI Paediatric Allergy Committee
- Role purpose:** The British Society for Allergy and Clinical Immunology Paediatric Allergy Committees main aim is to improve the care of children with allergies and to promote the development and practice of paediatric allergy. It supports BSACI members who work within paediatric allergy in the UK and provides a network to inform and direct paediatric allergy strategy.
- Background:** The BSACI Paediatric Allergy Committee was formed in July 2004. It is multidisciplinary and open to BSACI members who share an active interest in the field of paediatric allergy. An open meeting is held once a year at the BSACI Annual Meeting.
- BSACI Paediatric Committee members are actively involved in the clinical care of children as well as in research and development of new methods of investigation and treatment of allergic disease. The Committee works with the RCPCH to develop subspecialty training posts and supports the development of new consultant posts in paediatric allergy. Encouraging trainees to proceed in this field is a crucial function of the group. The committee supports an active network of Regional paediatric allergy interest groups. Members represent paediatric allergy on the development of NICE guidelines and work with BSACI SOCC providing paediatric expertise in the development of BSACI NICE accredited guidelines as well as the BSACI annual meeting programme. The committee is working towards improving services for adolescents with allergy, improving the transition to adult services and developing a national audit of the use of immunotherapy in children with asthma. Standards for paediatric allergy services developed by the committee can be found [here](#)
- Key Responsibilities:** To provide leadership to the committee when carrying out the aims/objectives of the committee.

Ensure the committee is diverse and comprises different professions and disciplines as well as geographical spread in order to have input from a wide range of practices.

Working with the Paediatric Allergy Committee Secretary and BSACI office to oversee three meetings a year with the committee. Drafting and disseminating agendas, ensuring each committee member is effective in all aspects of their role.

A key responsibility of the Chair is ensuring each member signs a 'Confidentiality Agreement' and completes a 'Declarations of Interest' form which is scrutinized before each meeting ensuring any conflicts are declared and action is taken and minuted.

Report to council and attend a minimum of 2 (out of 3) council meetings each year and to feedback to BSACI Trustees any concerns or considerations that may arise when necessary.

To promote a culture within the committee of openness, transparency and wider engagement and ensure good information flows in and between BSACI committees, members and external stakeholders.

The Chair will represent allergy on the RCPCH Medical Specialty Board (MSB)

Skills

Leadership and chairing skills: Ability to organise, coordinate, and provide feedback on key decisions as well as manage competing or differing views professionally.

Communication skills: Possess excellent communications skills and possess the ability to conduct oneself in a positive and professional manner at all times.

Diplomacy, tact and calmness is a must

Ability to generate good working relations within the committee, across council and the organisation as well as between external stakeholders.

Knowledge

Knowledge of how the society operates

Experience

Experience in a senior leadership role or similar

Chairing complex meetings in an efficient and effective manner.

Experience of working with committees

Experience of conflict resolution

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