

Job Description for Scientific Programme Lead

BSACI Annual Meeting Committee

Job Description

Title:	Scientific Programme Lead - BSACI Annual Meeting Committee
Role purpose:	In conjunction with the programme planning committee develop a high quality annual scientific programme for a wide range of healthcare professionals who see patients with allergic diseases.
Background:	BSACI Annual Meeting Committee was formed to enable BSACI to provide allergy education to its members, healthcare professionals and the wider allergy community. The committee is led by the BSACI Scientific Lead (SPL), supported by the BSACI Deputy Scientific Lead. The SPL is also responsible for the annual meeting programme which is developed by a 'Planning Committee'. Implementation of all aspects of the meeting is undertaken by the 'Annual Meeting Organising Committee'. The day to day logistics and administration and management of the meeting are undertaken by BSACI Professional Conference Organisers, who are managed by BSACI Chief Executive. The meeting attracts around 650 participants each year mainly from the UK.
Key Responsibilities:	<p>The Scientific Programme Lead is ultimately responsible for the development and implementation of the BSACI Annual Meeting. As well as the meetings direction and development, the SPL will be responsible for:</p> <ul style="list-style-type: none">• Developing a vision for each Annual Meeting• Working to determine current translational expertise and emerging areas of medicine relevant to allergic disease in order to build a contemporary scientific programme capable of fostering excellent patient outcomes.• Undertaking sustainable innovation for growing and developing the BSACI Annual Meeting

- Ensuring inclusivity and representation across the society, by involving multiple disciplines, professions and specialties in the planning committee, speaker faculty and chairing.
- Ensuring excellent governance across all activities of the Annual Meeting, in particular adhering to the BSACI Values and prioritising the educational and delegate experience.
- Working with our Professional Conference Organisers arrange bi-weekly telephone meetings to ensure progress and planning of the meeting is on schedule.
- Working with the 'Organising Committee' and in particular the 'Abstracts Lead' ensure that the abstract submission and judging processes adhere to the BSACI values of transparency and expert adjudication.
- Provide a written report to council and attend the 3 council meetings each year and convey to BSACI Trustees any concerns or considerations where appropriate.
- 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.

Skills

Essential skills include;

- Effective chairing skills:
- Ability to engage with wide-ranging stakeholders, professionals, sponsors and other agencies
- Professional and positive communication skills
- Diplomacy and tact
- Networking ability
- Ability to delegate and review scheduling of tasks

Preferred skills include:

- Ability to encourage team members to take ownership of independent projects and tasks
- Liaising between other expert societies and opinion leaders
- Creating a vision
- Insight into marketing and communications

Qualifications

Desirable;

- Post-graduate degree in Allergy
- Established (or approaching) Consultancy

Experience

- Leading on previous educational programmes
- Experience of working within committees