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Job Description for BSACI Vice President of Science and Research

**Overview**

**There are three distinct aspects to this role:**

1. The postholder will be an elected trustee of the Society and, together with the other elected trustees, will exercise the statutory responsibilities required of all charity trustees relating to good governance. The essentials of what it means to be a trustee can be found [here](#). Charity trustees share ultimate responsibility for governing the charity and directing how it is managed and run.
2. Together with the other elected trustees, the postholder will provide the overall strategic direction of the BSACI as it pursues its mission of improving UK allergy services, workforce and care, through education, training and research.
3. The Vice President of Science and Research takes specific responsibility for the oversight and development of the issues related to science and research.

**Purpose and responsibility of the role**

Will be to develop a plan to increase the society's activities in science and research by:

- Identifying areas where science and research is a priority
- Advocate for excellence in science and research in the UK
- Ensure the BSACI conference programme has high quality science and research content
- Encourage abstract submissions to the BSACI Conference in particular in the category of Basic Science where submissions have declined over the years
- Supporting professionals in the UK to deliver excellent science and research
- Building on our collaborative work with our international partners by sharing knowledge and having a more joined-up approach globally in relation to guideline development.

The post holder works closely with the trustees, the BSACI Chief Executive and Executive Staff Team and BSACI Council leads.

**Tenure**

The tenure of the post is two years and the postholder can be re-elected for a 2<sup>nd</sup> consecutive term. The post holder will be a BSACI member.

**Time Commitment**

Two-hour monthly trustee meetings

Three-hour council meeting three times a year (Feb/May/Oct)

It is envisaged the postholder will spend around two hours per week on society business and meetings.

**Remuneration and expenses**

Reimbursement of standard travel costs for attending each meeting.

Candidates wishing to stand for office should be aware that it is their duty to obtain advance agreement from their employing authority that they will be given adequate time to perform BSACI

duties, in the context of activities recognised by the Department of Health as being in the wider interests of the NHS.

**Officer duties**

Provide a brief report update to the Trustees once a month.

Provide an annual summary report to the Trustees for inclusion at the AGM.

Undertaking such work as may be requested by the President, or attending ad hoc meetings as required.

**Person Specification [Essential]**

- Strong commitment to BSACI objectives and priorities
- Possess high ethical standards
- Pragmatic, independent and impartial
- Willingness to listen and accept the views of others, is open and self-aware

**Leadership [to support good governance and effective decision-making]**

- Knows when to lead and when to follow
- Ability to overcome barriers and identify solutions
- Ability to inspire and motivate others to maximise their abilities
- Ability to lead by example
- Maintains a focus on reaching the decisions required
- Takes personal responsibility and encourages others to do the same
- Acts as an ambassador of BSACI externally

**Strategic thinking**

- Ability to demonstrate business acumen when considering new opportunities
- Has a grasp of the need to evaluate and balance risks and benefits when reaching decisions
- Able to raise innovative and creative suggestions for the board's consideration

**Interpersonal skills**

- Ability to solve problems, identify potential conflict, and build constructive relationships with fellow trustees
- Strength of character to seek out and obtain satisfactory responses to board matters
- Communicates with clarity, objectivity and brevity, articulating views without dominating discussions
- Supports principles of collective decision-making
- Promotes trust and effective working relationships with other trustees, staff, members and external stakeholders

**Sound Judgement**

- Ability to consider arguments, interpreting and analysing sometimes conflicting information, to form conclusions and an appropriate course of action.

There is a requirement that members who sit on a committee/working group familiarise themselves and comply with the BSACI policies available on the BSACI website [here](#).

In addition, trustees are required to complete a Declaration of Interests online form annually in conjunction with BSACI Conflicts of Interest Policy which can be found [here](#).

**About the British Society for Allergy & Clinical Immunology (BSACI)**

The British Society for Allergy & Clinical Immunology (BSACI) is the UK's leading national professional and academic society representing the specialty of allergy and clinical immunology. It is the UK's professional voice for allergy which over the years has grown to be a major force in allergic medicine in the UK.

BSACI provides an interface across many disciplines, professions and specialties in the field of allergy. It is home to a wide range of healthcare professionals, patient organisation representatives and patient advocates. It has over 1,000 members working across many medical specialties including Allergy, Clinical Immunology, Science, Paediatrics, ENT, Dermatology, Respiratory Medicine, Gastroenterology, Allied Health, Dietetics and Primary Care.

It is estimated that a third of the population are living with an allergic disease with more than five million of these severe enough to require specialist care. Access to allergy care remains inadequate in the UK with very few allergy specialists in the NHS workforce.

Our policy work is represented through the National Allergy Strategy Group (NASG) whose key aims are to build on the recommendations laid out in the 2021 report – 'Meeting the Challenges of the National Allergy Crisis', with the focus on representation for Allergy at a high level of the DHSC and the development of the National Allergy Strategy.

Updated July 2025