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Job Description for BSACI Vice President of Services

**Overview**

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

1. The postholder is 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 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. In addition to the above, the Vice President of Services takes specific responsibility for the oversight and development of the Society's services, as set out in more detail below.

**Purpose of the role and responsibilities**

As a Trustee, the Vice President of Services is involved in key discussions and decision-making around policy and strategy. Working closely with the trustees, the BSACI Chief Executive and Executive Staff Team and BSACI Council leads, the post holder will support the growth, delivery and geographical diversity of allergy services by:

- Identifying those responsible for Allergy within each ICB. Once established, devise a plan to build links with this network to disseminate co-ordinated messaging related to key priorities and resources etc.
- Working with Adult & Paediatric Allergy Committees and Clinical Immunology Professional Network (CIPN), develop an options appraisal for the expansion of Allergy services in areas of unmet need by exploring successful models from other specialties.
- Growing an allergy focused primary care network and developing a platform to enable Primary Care Professionals to share a variety of resources and exchange ideas.
- Developing a more joined-up approach with regard to developing allergy services by working closely with CIPN to identify where the most pressing needs are, and how these can be addressed.
- Influencing at a higher level by working with the Chair of the National Allergy Strategy Group
- Building close links with IQAS so that we can drive up standards in allergy services
- Actively engaging with adult allergy colleagues, to ensure appropriate adult representation in all areas of service provision.
- Developing links with colleagues in the devolved Nations to enable closer working with BSACI.
- From time to time, you may be called upon to be a spokesperson for media enquiries.

**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 meeting
- 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 travel expenses for attending face to face meetings

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 in addition to the above**

- 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 related to allergy service provision

**Person Specification [Essential]**Personal attributes

- 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
- Displays integrity and leads by example
- Maintains a focus on reaching the decisions required
- Takes personal responsibility and encourages other 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 board 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 the BSACI's 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 approximately 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. We have an ambitious three-year strategy which will help us deliver our aims of improving UK allergy services, workforce and care, through education, training and research.

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 of representation for Allergy at a high level of the DHSC and the development of a National Allergy Strategy.

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