
Job Description for BSACI Vice President of Education and Training

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 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 Education and Training is specifically responsible for the oversight and development of the society's Education and Training strategy.

Purpose of the role

As a Trustee, the Vice President for Education and Training is involved in key discussions and decision making around policy, strategy and specifically is responsible for leading on the education and training strategic direction of the society in the development and expansion of allergy content within recognised curricula across the healthcare workforce. The role will have strategic oversight for;

- BSACI Annual Conference
- Annual Global Symposium
- Primary Care Training Days
- Webinars and Grand Rounds
- Training days for Allergy, Clinical Immunology and Paediatric trainees
- BSACI Allergy Education Network

Ensuring that the organisation's education and training output meets high standards and is appropriately governed and sustainable going forward.

The post holder works closely with the trustees, Scientific Programme Leads (for the BSACI Conference) and the Chair of the Allergy Education Network, 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 2nd 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 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.

Main responsibilities

The responsibilities will include, but are not limited to:

1. Ensuring BSACI Educational initiatives are in line with BSACI [strategic aims](#) and objectives
2. Work as part of a cross-organisational team
3. Promoting the BSACI to potential sponsors and acting as an ambassador for the educational programmes
4. Contributing to workstreams in allergy education, by fostering relationships with national organisations who can provide allergy education and training across the healthcare workforce.
5. Contributing to the educational component of the National Allergy Strategy
6. Advising on the direction or topics for education & training of GPs, pharmacists, specialist nurses, and other allied healthcare professionals.
7. To work closely with organisations such as; Royal Colleges, other relevant speciality societies, patient organisations and other appropriate stakeholder groups, building new relationships and working more collaboratively.
8. From time to time, you may be called upon to be a spokesperson for media enquiries.

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 related to education and training.

Person Specification [Essential]

Experience in the development, planning, and delivery of education ideally at undergraduate and postgraduate level and;

- Strong commitment to BSACI objectives and priorities
- Possesses 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 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 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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