

Job Description

Title	Chair of the BSACI Paediatric Allergy Special Interest Group
Role purpose	The British Society for Allergy and Clinical Immunology Paediatric Allergy Special Interest Group's 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 the paediatric allergy strategy.
Background	The BSACI Paediatric Allergy Special Interest Group 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 Conference. The BSACI Paediatric Special Interest Group members are actively involved in the clinical care of children as well as in the research and development of new methods of investigation and treatment of allergic disease. The group works with the Royal College of Paediatrics and Child Health (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 group also supports an active network of regional paediatric allergy interest groups. Members represent paediatric allergy on the development of NICE (National Institute for Health and Care Excellence) guidelines and work with BSACI Standards of Care Committee (SOCC) providing paediatric expertise in the development of BSACI NICE accredited guidelines. The group is working towards improving services for adolescents with allergy, improving the transition to adult services and developing a national audit of services providing perioperative allergy assessment for children. Standards for paediatric allergy services are also being developed by the committee currently.
Key Responsibilities	To provide leadership to the group when carrying out the aims/objectives of the group. Ensure the group is diverse and comprises different professions and disciplines as well as geographical spread to have input from a wide range of practices. Working with the Paediatric Allergy Group Secretary and BSACI Training and Membership Support Officer to oversee three yearly meetings with the group. Drafting and disseminating agendas, ensuring each group member is effective in all aspects of the role. A key responsibility of the Chair is ensuring that at each meeting any conflicts are declared; that the appropriate action is taken; and that it is minuted. Attend a minimum of 2 (out of 3) council meetings each year and to feedback to BSACI Trustees on any concerns or considerations that may arise when necessary.

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

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 communication skills and possess the ability to conduct oneself positively and professionally at all times.

Diplomacy, tact and calmness are essential.

Ability to generate good working relations within the group, 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 in working with committees and groups

Experience in conflict resolution.

Reviewed February 2024