

British Cardiovascular Society

Volunteer: Chair of the Education Committee

Term of office: 3 years

The British Cardiovascular Society (BCS) is looking to recruit a Chair for our Education Committee.

Reporting to the VP for Education and Research, the post-holder is responsible for providing leadership to the Education Committee whose core role is to deliver and develop educational programmes which meet the needs of trainees, cardiologists (including revalidation) and allied healthcare professionals (including industry) ensuring appropriate and innovative modes of programme delivery. They will also facilitate development and delivery of education content of the annual BCS conference through membership of the Programme Committee. There is also an exciting opportunity to develop the overseas educational strategy of the BCS.

Full details of the role and our requirements are set out in the Role Profile.

This is an excellent opportunity to play a key role in the activities of the BCS leading on the development of an educational programme fit for the future and in line with BCS strategy, member and stakeholder requirements.

Commitment

The position will be for 3 years and all reasonable travel expenses will be reimbursed. The post-holder will have to commit the time needed to deliver on the responsibilities as set out in the role description and will Chair a minimum of three meetings of the Education Committee per year. Meetings are normally scheduled as follows: January/February, June and October each year. Meetings are normally held at the BCS offices based at 9 Fitzroy Square, London with the exception of the June meeting which takes place in Manchester during the BCS conference period. In addition to Education Committee meetings the post holder will be required to attend the Programme Committee meetings for the Annual Conference of which there are normally 8 per year and may be required to attend occasional Executive or Board meetings, with advanced warning.

You will need to incorporate the demands of the role into your work and on-call schedules.

Submission details

Please submit the following to executivepa@bcs.com

- A short CV.
- A short statement outlining how your skills, experience and expertise meet the requirements of this post as set out in the person specification.



- Completed *Equality monitoring form*.
- Completed *Declaration of Interests form*.
- Names and contact details for two referees.

Closing date for Applications: **Monday 22nd May 2017 5pm**

Shortlisted candidates will be notified by: **Monday 29th May 2017**

Interviews will be held on: **the afternoon of Thursday 22nd June 2017**

Applicants may wish to tentatively book leave in their trusts for the interview date in order that six weeks' notice is given.

Contact

For more information, please contact Rachael O'Flynn, CEO by phone on 0207 380 1927.

Address: British Cardiovascular Society, 9 Fitzroy Square, London, W1T 5HW, UK