|  |  |  |  |
| --- | --- | --- | --- |
|  | **Job Title** | Deputy Vice President/Vice President Endoscopy |  |
|  | **Reports to** | BSG President |  |
|  | **Other Regular Relationships** | BSG Chief Executive, BSG Endoscopy Section, Chairs of BSG Committees, Endoscopy CRG |  |
|  | **Scope** | Honorary appointment for 4 years; 2 years as Deputy Vice President, followed by 2 years as Vice President. Vice President includes membership of the BSG Board of Trustees.  Approximate time commitment of 2 PA. |  |
|  | **Overall Purpose of the Job** | To be the leader within the BSG on matters relating to Endoscopy (policy, clinical service, research, education and training), supporting the President on key matters and decisions in this area of the specialty. |  |

# KEY OBJECTIVES

* The Vice President Endoscopy provides leadership for Endoscopy related activities of the Society and is a member of the executive team.
* The Vice President Endoscopy is a member of the BSG Board of Trustees.
* The Vice President Endoscopy attends and contributes to the BSG’s key committees; Executive, Council and Strategy Meetings.
* The Vice President Endoscopy chairs the BSG Endoscopy Section to set direction on matters of importance to Endoscopy services, research, education and training.
* To represent the BSG externally in multiple stakeholder bodies such as NICE, NHS in each of the four nations and other professional bodies (ACPGBI, AUGIS, Pancreatic Society of GB and UKI- EUS).
* To represent the Endoscopy Section within JAG Endoscopy, to liaise with the National Endoscopy Team, NHS England Endoscopy Stakeholder Group and relevant National Clinical Directors (Diagnostics & GI and Liver).
* The Deputy Vice President will support the Vice President and deputise on their behalf when required.
* The Deputy Vice President will be the Secretary of the Endoscopy Committee.

# MAIN DUTIES, ROLES AND RESPONSIBILITIES

* To lead strategic direction and priorities of the BSG relating to Endoscopy.
* To be a registered Trustee of the BSG with the Charity Commission when VP Endoscopy.
* To Chair the Endoscopy Section Committee meetings in line with their terms of reference, including leading development of Live Endoscopy meetings and the development of guidelines as required. This includes annual Endoscopy Strategy Day.
* To participate in the Programme Committee activities in planning endoscopy symposia at the BSG Annual Meeting
* To arrange scoring of abstracts relating to Endoscopy for the annual General meeting.
* To arrange and Chair the endoscopy symposia at the BSG Annual Meeting and to invite named lecturers and to arrange for the selection of competitive honours (e.g. Hopkins Endoscopy Prize, Foundation Lecture, travel fellowships etc).
* To report at regular intervals to BSG Trustees Board, BSG Council and the BSG membership on the Endoscopy-related activities of the Society (reports, newsletters etc).
* To represent the BSG externally as required. This includes representing BSGE in the ESGE General Assembly

The British Society of Gastroenterology (BSG) believes that equity of opportunity is of fundamental importance for everyone involved in our organisation. We welcome and actively seek to recruit individuals to our activities regardless of race, religion, ethnic origin, disability, age, gender, sexual orientation or working pattern. We welcome applications from individuals who may wish to apply on a job share basis. The BSG aims to encourage diversity of membership in all committees, senior roles and staff.

|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** |
| **Clinical/Service Achievements/experience** | Medically Qualified (MB, ChB or MD)  Consultant Gastroenterologist level or equivalent standing of at least five years  Recent experience of clinical service, innovation, research or teaching/training in Endoscopy  At least five years membership of BSG & in good standing  Evidence of active participation or association with BSG | Higher level qualification e.g. PhD, MD, MSc  FRCP or equivalent  Familiarity with GMC/GCP good medical practice |
| **Established relationships** | Previous experience as elected member of Endoscopy Committee | Similar experience of other Societies or National Committees would be an advantage e.g. JAG  Track record in Education/Training or Research including publication or guideline involvement |
| **Personal Qualities** | Evidence of Leadership skills or effective roles  Horizon of 3-5 years for matters relevant to the BSG  Evidence of Strategic development or implementation  Evidence of Team working & relevant communication skills  Evidence of ability to delegate  Understanding of governance  Time, resilience & commitment to undertake the roles  Commitment to BSG values including fairness, equality and diversity | Ability to inspire or empower others  Governance experience either in an NHS role or in the charitable sector.  Evidence of skills or examples of change or improvement management  Knowledge or training in issues of equality & diversity |