

Job Description and Specification

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 UK-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.
- Operate within the BSG's governance framework, including the *Matters Reserved for the Board, Executive and Council* documents, and ensure decisions are made within delegated authority.

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.

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- 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).
- Participate in the annual appraisal process for BSG senior postholders, contributing to continuous development, accountability, and alignment with the Society's strategic objectives.
- 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

TENURE

- As specified previously, this is a two year appointment as Deputy Vice President followed by a two year appointment as Vice President. Executive Officers are not eligible for re-appointment to the same position at the end of their term.

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.

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