

## **Job description medical secretary/CEO British Association of Paediatric surgeons**

The post of medical secretary of BAPS is proposed. This will be a new post and will replace the honorary secretary position.

Applicants are invited from consultant paediatric surgeons in the UK who are members of BAPS (in good standing).

The post will be for 5 years in the first instance.

The post will attract 2 sessions per week – approximately £20,000 per annum (plus HR costs) and the post holder would be expected to dedicate one day per week to BAPS issues.

Duties:

- To be the link between BAPS and its members
- To promote BAPS membership to all relevant surgeons and act to recruit new members.
- To produce a newsletter (via e-mail) to all members. This should cover meetings planned, up-to-date news for members, advertising posts for BAPS members (both for BAPS committees and national organisations such as NICE) and be at least 6 times per year.
- To ensure the BAPS website is current, up to date and contains an abundance of information relevant to members.
- Be involved in planning for the Annual Congress: organising, visiting potential sites, managing scientific programme, inviting guest lecturers, advising and supporting the President and Administrative Secretaries.
- To attract sponsorship from relevant ethical companies and foster good relations with same
- Similarly, planning for the Winter meeting each November
- Arrange the agenda and papers for each Executive meeting (4 x per year) and Council meeting (2 x year)
- Be a contact point for all link surgeons.
- Overview, with the President and Executive members, the committees and subcommittees of BAPS
- Present an oral report at each Executive meeting, Council meeting and the AGM.
- Draft (with the Administrative Secretary) minutes of the Executive and Council meetings.

- Support the President and Administrative Secretary in all aspects of running the Association's business and being available for advice
- Represent BAPS (on behalf of the President when they are not available) at various meetings (eg Board of the Invited Review Mechanism at RCSEng, Children's Surgical Forum)
- Attend meetings with the President at RCPCH six monthly
- Provide governance to the admin secretary and hon treasurer relating to all financial matters.
- To oversee the data collection of BAPS sponsored national audits
- To collate reports from all BAPS sponsored committees and ensure these are presented at least annually to BAPS members.
- To oversee and manage long term BAPS projects to ensure timely completion
- To act (along with admin secretary) as repository of corporate memory

**To apply for the post, please send a 300 word document outlining what you would bring to the role. The deadline for applications is 12<sup>th</sup> January 2015. Please send your application to Simon Huddart by email to: [adminsec@baps.org.uk](mailto:adminsec@baps.org.uk)**

**Interviews for the post will take place on 9<sup>th</sup> February 2015 (at the next Executive meeting) during which applicants will be asked to make a 10 minute presentation on how they see the role being of benefit to BAPS.**