

Events Lead

Overall Role Description

The key role of the Events Lead is to chair the Faculty Events Committee and to coordinate the effective planning, coordination and delivery of our events to support the core aims of the BCS Faculty of Health and Care Board (FHCB) which are to:

- Develop the Faculty of Health and Care to support the professional development needs of those working in digital, data, health and care informatics and technical roles in health and social care
- Develop the Faculty communities of practice to provide an authoritative voice on behalf of the profession
- Support the BCS Institute's purpose and strategic objectives.
- To support the work of BCS in areas that influence the use of information and technology by health and care professionals and citizens in their interaction with health, care and wellbeing services.
- Increase the standing and influence of digital health and care professionals in the UK, in collaboration with the Federation for Informatics Professionals (FEDIP).
- Represent the digital health and care profession in working with government, industry, and other bodies to improve the use of informatics in health and care.
- Support the Institute's growth and retention strategies within the health and care sector for individual and organisational membership.
- Advise the Institute on how best to support and engage with the digital health and care community.
- Contribute to informing the public on how health and care informatics impacts the health and wellbeing of citizens, communities and civil society.

Main Tasks and Duties

The main tasks of the role are:

- Chair the Events Committee and report back on progress and issues to the FHCB.
- Identify how BCS can support the needs and priorities of those working in digital, data, health and care informatics and technical roles in health and social care
- Work collaboratively with the FHCB and health and care specialist groups/communities of practice to build an annual plan for events, in line with the annual strategic objectives, operational plan and budget.
- Work with the FHCB communications and publications lead to identify opportunities for link events with the BMJ Health and Care Informatics journal.
- Coordinate event planning with other FEDIP bodies and external partners to avoid clashes.
- Establish working groups to focus on specific events and obtain regular reports from these groups, escalate where necessary to the FHCB.

Key Responsibilities and Actions

The key responsibilities and actions of the role will be:

- Contribute to the FHCB, ensuring the activities of the Board support its purpose.
- Contribute to the FHCB in discharging its key responsibilities.
- Contribute to FHCB decisions as a voting member of the Board.
- Challenging the status quo and advocating for improvements, as appropriate

Our Expectations

Commitment

We expect Board members to attend meetings (in person or remotely) throughout the year. The holder will be responsible for completing tasks that fall within the key responsibilities laid out above and as requested by the FHCB Chair, with the support of the BCS staff.

Person Specification

- Experience in organising events.

We expect all FHCB members to demonstrate:

- Leadership skills.
- Passion about the hopeful promise of our digital futures.
- Knowledge and healthy challenge of the Institute's governance.
- Enthusiasm for supporting the Community.
- Ability to communicate with accuracy, enthusiasm and effectiveness.
- Prior committee member experience.

FHCB members should:

- Be a professional member of the BCS for more than 12 months.
- Have significant experience as a senior health or care informatics professional.
- Demonstrate commitment to the aims and purpose of the BCS and the Faculty of Health and Care.
- Demonstrable understanding of the elements of professionalism, policy, and strategy formulation, and the ability to influence the development of policy and strategy.
- Good networking skills and connections to relevant external bodies and individuals.
- Good communication and influencing skills, including both excellent writing and effective oral presentations.
- Have the personal commitment and capacity to make the time needed for this voluntary role.

Volunteering at BCS

BCS provides a wide range of volunteering opportunities locally and nationally. Being a volunteer at BCS allows a unique chance to deliver aspects of our royal charter; it also provides a range of opportunities to develop skills and meet others passionate about Making IT Good for Society.

Volunteering with BCS can be an outlet to give back or a route to career development.

As part of BCS' aim to improve equality and diversity within the profession, we seek to increase the diversity of the Board and committee members. BCS, therefore, welcomes applications from under-represented groups such as women, black and minority ethnic, people with disabilities and the LGBT+ community.