BRITISH GERIATRICS SOCIETY
CHIEF EXECUTIVE

JOB DESCRIPTION

General Background

The Society was founded in 1947 for 'the relief of suffering and distress amongst older people through the improvement of standards of medical care for such persons, the holding of meetings and the publication of papers, the encouragement of research on special problems of such persons and the publication of the results of such research.' These remain the charitable objectives of the society.

The Society is the main professional group for those practitioners engaged in the specialty health care of older people across the United Kingdom. The current membership stands around 2800. In the main these are hospital based specialists but the membership also includes family doctors, nurses and other therapists such as physiotherapists and occupational therapists. Some 20% of the membership resides outside the United Kingdom. Recently free membership has been granted for medical students and doctors in the early stages of their training. The Society has an annual turnover of a little over £1 million and has current net assets of around £3 million.

In recent years the Society has successfully increased its profile with policy makers, the public and the health professions. The Society has pursued a policy of strategic partnerships with like minded organisations such as AGE UK and the Royal College of Nursing. The Chief executive will be expected to further these strategic relationships.

In 2012 the Society ratified a major change to its governance processes. The Trustees now comprise the President, President Elect, Honorary Secretary and Treasurer and the Chairs of the Trainees Council and the chairs of the National Councils of England, Northern Ireland, Scotland and Wales. These Trustees are all elected by the membership and they are augmented by two lay Trustees who are appointed by the elected members for their external expertise. The Chief Executive is accountable to the Trustee Board through the President.

The Chief Executive chairs the Operational Board and feeding into that are the newly drawn committees dealing with Finance, Fund Raising and Corporate Affairs, Policy and Communications, Clinical Quality, Academic Affairs and Education and Training. The elected Executive Officers sit on the Operational Board as do new appointments of Vice Presidents for Academic Affairs, Clinical Quality and the Director of Education and Training.

The Society has a number of Specialist Interest Groups which receive support from the central office function.

The Society will shortly take over all aspects of organizing its biannual conferences from an external conference organiser.
The Society has a respected and financially successful medical journal — Age & Ageing - published every two months by Oxford University Press on behalf of the BGS, and a two monthly Newsletter produced 'in house'. It should be noted that Age & Ageing is entering a period of considerable change (along with all scientific journals) with the increasing trend to on-line publishing, which may have significant financial implications.

The Society operates its external publishing and its scientific meetings through a 'paper' subsidiary, BGS Trading Ltd.

The Society, currently employs eight permanent staff each of whom has his/her own sphere of operations which supports the Chief Executive, such as:

- Webmaster and Publications Manager
- Finance & Accounts/Company Secretary
- Scientific and Clinical Quality Officer
- Committee/Membership Secretary/Domestic Bursar/ Health & Safety officer
- Communications Manager,
- Conference Manager and Conference Assistant
- Age and Ageing Editorial Manager.

Ongoing review of staff deployment and numbers will be one of the key aspects of the Chief Executive’s appointment.

The main role of the BGS central office is to service the Trustees’ and Operational Boards and the standing committees/UK working groups, control central finance, oversee the UK scientific meetings, and support the Age & Ageing Editorial Board. In addition it provides support on routine administration and accounting to the Special Interest Groups (SIGs) and increasingly to the National Councils, especially the England Council.

**Organisation aims and purpose**

Succinctly, the BGS aims to improve the quality of health care for older people.

Our members have certain expectations of what the organisation should provide to assist them in these aspirations and these are closely aligned to our stated charitable aims.

- The publication of a journal and newsletter
- Provision of Continuing Medical Education and Continuous Professional Development which will assist in medical revalidation. This is done currently by organizing a large biannual conference and smaller specialized conferences throughout the year. The conference organizing capability has recently been brought in house and it will be a prime task to oversee the development of this function.
• Assistance members to improve their clinical services e.g. by publishing guidance and standards

• The representation of the members views on medical education in the appropriate arenas e.g. Royal Colleges of Physicians.

• The dissemination of news about issues affecting the specialty of geriatric medicine

• The provision of advocacy for the specialty to a variety of people including government(s) and the public

• The promotion of research in older people and support in the development of an academic and teaching faculty

**Chief Executive Job Purpose**

This role has overall responsibility for the leadership, management and development of all business related activities in relation to the BGS and BGS Trading and to ensure that the business operates in an effective and efficient manner.

A vital element of this role is to ensure that strategic and long term relationships are established and maintained with other organisations (both Government and Non Government) which have a similar interest e.g. Medical Royal Colleges, Departments of Health, General Medical Council, Royal College of Nursing and AGE UK.

**Distinguishing Features**

The Chief Executive should demonstrate a strong commitment to the aims and objectives of the Society and must have excellent interpersonal and networking skills. The CEO should be able to work effectively with a broad range of stakeholders including medical and other clinical professionals, senior civil servants and health service user groups. Demonstrable experience in this area would be a distinct advantage. The role requires an individual who has significant analytical skills and who can develop sound and actionable business plans. The role holder must also be able to form a strategic view of required interfaces between the BGS and its stakeholders, understanding how these can be established and maintained such that the BGS is valued as a strategic partner. Within the BGS structure the CEO will need to attend national and regional meetings in order to understand and then represent the views of the membership and to foster more effective working relationships with the different parts of the UK and the BGS central office.

**Responsibilities of the Chief Executive**

1. **To lead the organisation in strategic planning and organisational development through:**

   • Being responsible for the development and implementation of the BGS strategic business plan, in conjunction with the Trustees and Operational Board.

   • To advise and assist the Trustees in responding to immediate issues relating to the care of older people or the provision of health care in the UK.
• Exploring the business viability of proposed new capabilities and potential additions to revenue streams.

• To disseminate all necessary information to the Officers, office bearers and colleagues to keep them abreast of key external and internal developments.

• To advise and assist the Operational Board in co-ordinating the activities of National Councils, the standing committees, special interest groups and other operations within the Society. To advise and assist those groups as needed.

• To maintain the record of all appointments in the Society (UK, national and regional) and to co-ordinate the election and or appointment of BGS officers.

2. **To oversee corporate governance through:-**

• Taking a leadership role on corporate governance in relation to business issues, ensuring compliance with company and charitable law(together with the company secretary) and that best practices are observed.

• To liaise with the office of the Society's Royal Patron, HRH Prince Charles, at St James's Palace.

• Ensuring Compliance with Health and Safety and Employment Law and any other relevant legal requirement.

• Taking an active role with the Trustees providing impartial advice and guidance as appropriate.

• Ensuring that the Trustees Board is always aware of the proper functioning of the BGS constitution

3. **To develop the Organisational Leadership and Management through: -**

• Managing and developing the permanent staff and developing the office facilities to provide for the smooth administration of the Society.

• Ensuring "Best Practice" management of processes and procedures.

• Overseeing the management of the society’s finances to meet the strategic objectives including management of risk. Ensuring correct budgetary controls are in place and financial expectations are dealt with appropriately.

• To ensure a sound administrative infrastructure for the Society, to advise on potential future development, vision and strategy and to effectively co-ordinate the various operations of the Society.
4. **To Promote the Interests of the Society**

- To identify, recommend and implement strategies for enhancing the public image of the Society (and the specialty of geriatric medicine) and its endeavors to raise the profile of older peoples’ health care needs.

- To liaise as required with the Departments of Health and with other voluntary, professional or statutory organisations with an interest/influence in the Society's field of interest. The CEO should be able to forge appropriate strategic alliances. The CEO will be expected to be capable of representing the BGS at external meetings and acting as a spokesperson.

- To Support publication of the Society’s activities on its website and all other relevant digital media such as the newly formed blog and other social media platforms.

- To oversee the operation of the Society's UK scientific meetings and any other such activity as the Society may embark on.

- To support the Editorial Board of Age & Ageing in successfully managing the publication of the journal, liaising with OUP. To oversee the publication of the Society's Annual Report, the Newsletter and any other publications; publication being 'print' or publication by electronic means.

- To actively seek out new fundraising in support of the Society's charitable objectives.

**Reporting**

The Chief Executive is line managed by the President of the Society acting in their capacity as Chair of the Trustee Board. The President is responsible for the annual appraisal of the Chief Executive.

**Essential skills and experience required**

The Society expects that the applicants for the Chief Executive position will be educated to degree level and able to display skills and experience in:

- Team leadership including appraisal and the setting of objectives

- General Management including financial and risk management and essential HR issues such as equality and diversity

- Strategic planning

- Briefing senior officers

- Horizon scanning with regard to policy
• Communication across a spectrum of agencies and individuals utilising a variety of media
• Information Technology literacy including the strategic use of social media and websites

Desirable skills and experience

It would be helpful if the applicants for the Chief Executive position are able to display skills and experience in:

• Practical and Policy issues affecting the healthcare of older people in the UK
• Charities legislation and finance
• Membership organisations’ processes
• Publishing
• Novel fundraising

Salary

Salary will be circa £60,000, plus 11% pension contribution and interest free loan for travel card.