



CANDIDATE PACK FOR CHIEF EXECUTIVE

WELCOME

Dear Applicant,

Thank you for your interest in the position of Chief Executive at the British Society for Haematology (BSH).

BSH is at the forefront of haematology, driving progress and excellence in the field through the professional development of our members, and providing them with high-quality education and resources at every stage of their careers. During my tenure, I have seen our organisation grow, our membership increase and our engagement with industry partners strengthen. The evidence-based guidelines we produce on diagnosis and treatment of haematological diseases, are recognised as world-leading. We are in sound financial health, and we have a dedicated and highly valued volunteer base to support us in making a real impact in all that we do.

We are now embarking on an exciting new chapter and seeking a new Chief Executive who will build on this legacy and continue to move the organisation forward with vision and creativity. We are working on a new and refreshed strategy, focussed on elevating our voice as an advocate, building new strategic partnerships and further enhancing our position and prominence in the healthcare sector. Developing and leading this new strategy will be central to the new Chief Executive's role, to take the organisation on a new and positive journey, establishing a credible presence with a broader audience as well as inspiring and confidently leading the existing team.

This is a significant leadership appointment. We are keen to hear from influential senior leaders with extensive experience in complex organisations including membership bodies, research institutes and the non-profit sector. Although a clinical background is not necessary, you will demonstrate an awareness of the challenges and opportunities faced by the NHS, and the broader healthcare landscape for haematology professionals, as well as an understanding of how to deliver high quality member services and products.

A visible and innovative senior leader, you will be able to inspire and influence at all levels, with the vision, energy and presence to represent the full breadth of our work in the public arena. You will bring maturity of judgement, alliance-building capability and a track record of enhancing organisational credibility across a range of audiences. With commercial acumen, you will have a flexible and entrepreneurial approach to identify and explore new opportunities for the BSH including diversification of income. Finally, you will bring the strategic leadership skills to move the organisation to the next level and motivate our talented and committed team.

We are offering an opportunity to join BSH at a pivotal time for the organisation, to deliver our next phase of growth, not just in the UK but much further afield. If you believe you possess the skills and experience, we very much look forward to hearing from you.



Dr Josh Wright
Chair of the Board of Trustees



WHO WE ARE AND WHAT WE DO

The British Society for Haematology (BSH) is a registered charity and professional membership organisation, bringing together haematology professionals since 1960 to enhance the care our members provide to patients. With a global membership of 2,600, we are the largest haematology organisation in the UK and the only society to cover all aspects of the specialty.

OUR VISION

The Society will be the membership organisation of first choice for all UK haematology professionals, an association through which they connect, share their learning and provide a highly influential voice on all aspects of haematology.

OUR MISSION

Promote excellence in the study, research, and practice of haematology for the benefit of professionals and the wider public. The chief ways we act on our mission are:

- Providing and supporting multi-disciplinary education for students and professionals at all levels.
- Raising standards of clinical care and laboratory practice through guidelines and the provision of expert advice.
- Providing support for research via its publications, programmes, and grants.
- Providing networking opportunities that bring haematology professionals together.
- Representing the interests and concerns of haematology professionals at national and international levels.

OUR APPROACH

Listening

Our members work together to share ideas and knowledge, and to champion and strengthen haematology practice.

Learning

Together we help shape the future of haematology by providing access to resources, events and education that support your professional development.

Leading

Growing our advocacy within the sector, bridging the gap between research and practice and producing guidelines that continue to raise the standards of clinical and patient care.

OUR BACKGROUND

The purpose of the BSH is to transform patient care standards through excellence in haematology through online education, our dedicated journal, clinical guidelines, our Annual Meeting along with a wide range of other events. We are committed to shaping the future of haematology by offering grants, resources, events and educational opportunities that facilitate the professional growth and development of our members. Our commitment extends to bridging the gap between research and practice, with the aim of raising clinical and patient care standards through the production of guidelines.

The British Journal of Haematology (BJHaem), a peer-reviewed medical journal in publication since 1955, serves as our official journal. We have recently introduced an electronic haematology journal (eJHaem), which has been accepted into the Directory of Open Access Journals. Both journals publish original research papers spanning clinical, laboratory, and experimental haematology, which ensures clinicians and professionals in the field remain up to date with the latest recommendations, advancements and protocols. The production of the journal is delivered by a partner company through a joint venture (JV) arrangement.

Our trading subsidiary, BSH Enterprises, is the vehicle which delivers our education and conferences, including our large annual scientific meeting which is held over three days and attracts the attendance of over 1000 delegates each year.

OUR ORGANISATION

The BSH has a team of 17 staff (13 full time and 4 part-time) who are all based in our owned offices, located in Islington, London. We currently have 17 volunteers on our Board and over 450 active volunteers who provide dedicated support to help achieve our charity aims. The organisation is in good financial shape, and it aims to make modest surpluses each year in order to ensure its sustainability. Due to our success in this endeavour, the BSH currently has a turnover of more than £2m per year and net assets of just over £10m.

To view our staffing structure, please see our [organogram](#).

Our Board oversees all aspects of the BSH's work. Trustees are clinical experts working across all aspects of haematology, who are elected by our members and committed to ensuring we support people at all stages of their careers. Lay trustees are also appointed by the Board to support our work and provide wider business expertise.

We have a number of active Committees, run by our members to support UK haematologists and which cover BSH activities such as education; communications; research and grants; finance and risk; and nominations, governance and awards. Our Special Interest Groups (SIGs) bring together professionals interested in specific areas of haematology, these groups organise meetings and seminars to enable discussion, networking and exchange of information and views around relevant and current topics.

To find out more about the British Society for Haematology, visit <https://b-s-h.org.uk/>



THE ROLE

Accountable to:	The Trustee Board, via the Secretary
Accountable for:	Head of Engagement, Head of Education, Head of Operations, Head of Communications and Memberships, Executive Assistant
Principal Relationships:	BSH staff, officers, members, board members; external suppliers, contractors and stakeholders

SUMMARY

The role of Chief Executive is to uphold and promote the aims, standing and prestige of the Society and to provide strong and effective leadership in all its activities such that it is seen as one of the leading medical societies in the UK and worldwide.

- Support the Board, in particular the Officers.
- Provide clear direction for and management of the organisation in line with the strategic plan.
- Ensure maximum positive impact and the long-term sustainability of the organisation.
- Promote the profile of, and the interests of, the organisation.
- Lead and inspire the staff team, living and applying our values.
- Assume full financial and legal responsibility for all aspects of organisational performance, ensuring full compliance with company and charities law.

KEY RESPONSIBILITIES

Strategy and Planning

- Support the Trustee Board with strategic planning by horizon scanning and the development of strategic and business plans.
- Oversee the development and promotion of the organisation amongst members and potential members.
- Expand and promote the work of the Society with external stakeholders, including identifying new opportunities for advocacy, funding and partnership through high level networking in line with the agreed strategic plan.
- Be accountable to the Trustee Board for the effective delivery of the strategic plan.
- Identify opportunities for developing or expanding the Society's activities and revenue streams.

Governance and Trustee Board

- Maintain clear channels of communication with the Chair, Trustee Board members and Chairs of subcommittees, seeking and providing advice when appropriate and alerting the Chairs in a timely manner to issues which may require attention.
- Oversee management of governance and risk, taking mitigation actions as required.
- Ensure timely compliance with all legal and regulatory requirements, ensuring the timely production of all reports required by the Trustees, agendas, minutes, annual reports and financial accounts.

Advocacy and Industry Liaison

- Develop a thorough understanding of the current issues affecting haematology professionals in order to help promote the Society as a voice for the discipline and a resource for its members.
- Develop and maintain key relationships within the sector.
- Formulate and implement strategies to increase member engagement and volunteer involvement.

Finance

- Ensure that effective financial controls, accounting and reporting processes and procedures are developed and maintained, and financial investments are effectively managed. Alert Trustees and Board to any issues that may require remedial action.
- Ensure the prudent setting and management of budgets for Board approval.
- Take a leading role in negotiations over funding and oversee the management and the appropriate use of that funding.

Staff Management, Training and Development

- Recruit, lead and motivate all staff, ensuring that the Strategic and Business Plans are communicated to and supported by team members.
- Responsibility for the wellbeing of all staff, ensure that they are managed in line with agreed procedures and ensure that they are provided with personal training opportunities consistent with their appointments and future advancement.
- Recommend to the Finance and Risk committee salary and remuneration adjustments for all members of staff.
- Promote equality and diversity in all activities.
- Work effectively with professional advisers to ensure managers and Trustees can make decisions on a timely basis with adequate and relevant information.

Additional duties

- Achieve business targets as agreed with the Trustees and provide timely advice if such targets appear unlikely to be met for any reason.
- Oversee all property issues including acting as Director on the Board of the freehold company.
- Perform any other duties which would reasonably be expected within the role.



PERSON SPECIFICATION

In your application, please refer to Part One of the person specification set out below. Part Two will be explored at first and second stage interview for selected candidates.

PART ONE KNOWLEDGE AND EXPERIENCE

Essential

- Substantial leadership and senior management experience, ideally gained in a non-profit, membership or relevant sector context.
- A sound understanding of the structures and workings of the UK healthcare system and evidence of an ability to develop excellent working relationships with government, agencies and all key partners and stakeholders.
- Successful strategic planning for an organisation of comparable size and operational complexity in a changing stakeholder environment.
- Demonstrable experience of representing an organisation on a national and/or sector-specific stage, in the media and on public platforms and developing and sustaining key relationships to advance status and reputation.
- A successful track record of developing and sustaining partnerships with relevant education organisations, businesses and other bodies.
- Proven understanding of financial management and successful experience of entrepreneurial and commercial activity that have led to new income opportunities.
- Championing and leading successful strategic and operational innovation with proven success in managing change.
- Sound understanding of governance, charity regulation and legislation and good experience of working proactively with Boards.
- Commitment to equity, diversity and inclusion in the workplace and through the delivery of programmes.

Desirable

- Experience of having worked with clinicians and health professionals or having worked with (not necessarily within) the NHS.
- Experience of managing JVs or partnerships.
- Experience of conference management.
- Experience of property management and basic understanding of commercial property leases.
- An understanding of employment legislation.
- Experience of effective communication with the press and other media.

PART TWO SKILLS AND ABILITIES

- Ability to lead others with energy and enthusiasm, to command respect and to provide an inclusive environment where others will feel motivated to achieve outstanding results.
- Proven ability to form strategic plans based on internal and external environmental analysis, and to create integrated resource plans.
- Entrepreneurial with the judgement and ability to seize appropriate opportunities.
- Excellent communication skills (oral and written), including the ability to alliance-build effectively and present to a wide range of audiences.
- Ability to develop positive working relationships with individuals at all levels.
- Ability to understand and interpret financial and management information.
- Effective prioritisation and organisational skills, with the ability to operate effectively under pressure.
- Determination to promote and embed equity, diversity and inclusion throughout all aspects of BSH activity.
- Commitment to promoting the development and supporting the welfare of BSH members.

TERMS OF APPOINTMENT

REMUNERATION

Up to £90,000 per annum depending on experience.

LOCATION

British Society of Haematology Headquarters, 100 White Lion Street, London, N1 9PF.

We offer flexible working and remote working options; however, the Chief Executive is expected to demonstrate the personal availability and presence required to lead the organisation.

REWARDS AND BENEFITS

Our rewards and benefits include:

- 25 days annual leave, plus 8 days bank holidays and Christmas period closure
- Employers Pension contribution of 8% (staff contribution 2%)
- Employee discount scheme
- Interest-free season ticket loan for travel
- **Perk Box**
- Opportunities to attend conferences and training days to progress your career

HOW TO APPLY FOR THIS APPOINTMENT

We hope you will consider making an application to become our Chief Executive. To make an application, please go to <https://starfishsearch.com/jobs/bsh-ce/> and click on the apply now button, with the following prepared:

- a CV (no more than three sides) or equivalent biographical information
- a covering letter (no more than two sides) that responds to Part One of the Person Specification.
- please tell us if there are any dates during the selection process (outlined below) when you would not be available to participate.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date is **Friday 24th November 2023**

SELECTION TIMETABLE

First stage discussions for selected applicants will take place during the **end of w/c 27th November 2023 and early w/c 4th December**.

Agreement of the final shortlist, and candidate notification, will be by **Friday 8th December 2023**.

Final stage interviews for selected candidates will take place on **week commencing 11th December 2023**.