



# CANDIDATE PACK FOR DIRECTOR OF CORPORATE AND MEMBERSHIP SERVICES

# WELCOME

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Dear Applicant,

Thank you for your interest in the position of Director of Corporate and Membership Services at the British Society for Haematology (BSH).

The BSH exists to help save lives. Its work at the forefront of haematology, is focused on driving progress and excellence in the field through the professional development of our members, providing them with high-quality education and resources at every stage of their careers. Our guidelines are recognised as world-leading, offering evidence-based guidance on the diagnosis and treatment of haematological diseases. I am delighted to have come into the organisation and inherited a committed staff, strong and engaged membership, a sound financial base, loyal and ambitious industry partners and a highly valued volunteer base.

We are now embarking on an exciting new chapter and seeking a new Director of Corporate and Membership Services who will support me as we build on this legacy, moving the organisation forward with vision, purpose and creativity. You will play a central role, overseeing corporate and member services where you will apply your strong financial and operational rigour together with your entrepreneurial, innovative and external relationship skills as we grow and support our dedicated membership basis.

This is a significant leadership appointment, and we are keen hear from hands-on, visible, versatile and innovative leaders with experience overseeing a breadth of functions in complex organisations. While a financial qualification is not strictly necessary, we are seeking confident candidates who will be able to address operational, financial and investment questions as well as successfully build and grow membership with the brightest stars in the field of haematology.

You will have maturity of judgement, be skilled in alliance and partnership-building capability, and be a collaborative leader who can quickly build credibility across a range of internal and external audiences. You will inspire and influence at all levels, with credibility, assuredness and diplomacy. Finally, you will bring the strategic leadership skills to support the CEO to develop all our potential, and how we support our members.

If you believe you possess the dynamism, financial acumen and skills and experience to join our talented and committed team, we very much look forward to hearing from you.



**Carol Bewick**  
**CEO**  
**British Society for Haematology (BSH).**



# WHO WE ARE AND WHAT WE DO

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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 new strategic plan (Strategy 2024-26: Improving lives in the haematology community) builds on achievements made since 2019, on multi-disciplinary (MDT) membership support and engagement, knowledge sharing and advocacy and partnerships. We will expand into a fourth strategic aim, "Advancing the Society" which will oversee our sustainability, to create the infrastructure needed to manage our growing ambition.

## OUR KEY AMBITIONS FOR THE NEW STRATEGY WILL BE

- Supporting our members throughout their careers, with an emphasis on improving the benefits for registered nurses and support workers for nurses, allied health professionals (AHP), physician associates (PA), pharmacists, biomedical and clinical scientists, laboratory and research staff, while providing ongoing support to our core medical membership.
- Promoting and delivering the ASM, a comprehensive education programme, a portfolio of guidelines and adapting our programmes to appeal to a wider audience, reflecting learner needs and innovation in educational delivery.
- Being a powerful voice for haematology, supporting and championing the specialty and the entire multi-disciplinary team, helping them to deliver excellent patient care.
- Developing BSH so it has the people and resources it needs. By valuing and developing our staff and volunteers, we will ensure the success of this strategy and remain a sustainable organisation into the future in terms of governance, operations and finance.

## OUR VISION

To make the study and practice of haematology central to healthcare and ensure that, through training, research and support to our workforce, people have access to the highest standards of care and treatment.

## OUR MISSION

To be the leading membership organisation for all UK haematology professionals and an association through which they connect, share learning and provide a highly influential voice on all aspects of haematology.

To promote excellence in the study, research and practice of haematology for the benefit of professionals and the wider public through:

- Providing multi-disciplinary education for students and professionals at all levels;
- Raising standards of clinical care and laboratory practice through guidelines and expert advice;
- Supporting research through our publications, programmes and grants;
- Creating networking opportunities that bring haematology professionals together;
- Representing the interests and concerns of haematology professionals at national and international levels;
- Supporting our members across the duration of their careers;
- Offering and signposting to wellbeing resources.



## STRATEGIC AIMS

- **Membership support and engagement**  
Increasing, diversifying and valuing our members and volunteers, while providing value to them.
- **Knowledge sharing**  
Through education, training, guidelines and supporting research.
- **Advocacy and partnerships**  
Helping to advance the practice of haematology through advocacy, research and collaboration.
- **Advancing the Society**  
By diversifying income, creating the right infrastructure and culture for people (staff and volunteers), we will support organisational sustainability and resilience

More on our Strategy for 2024 – 26 can be found [here](#).

## 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, and a 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, ensuring that 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.

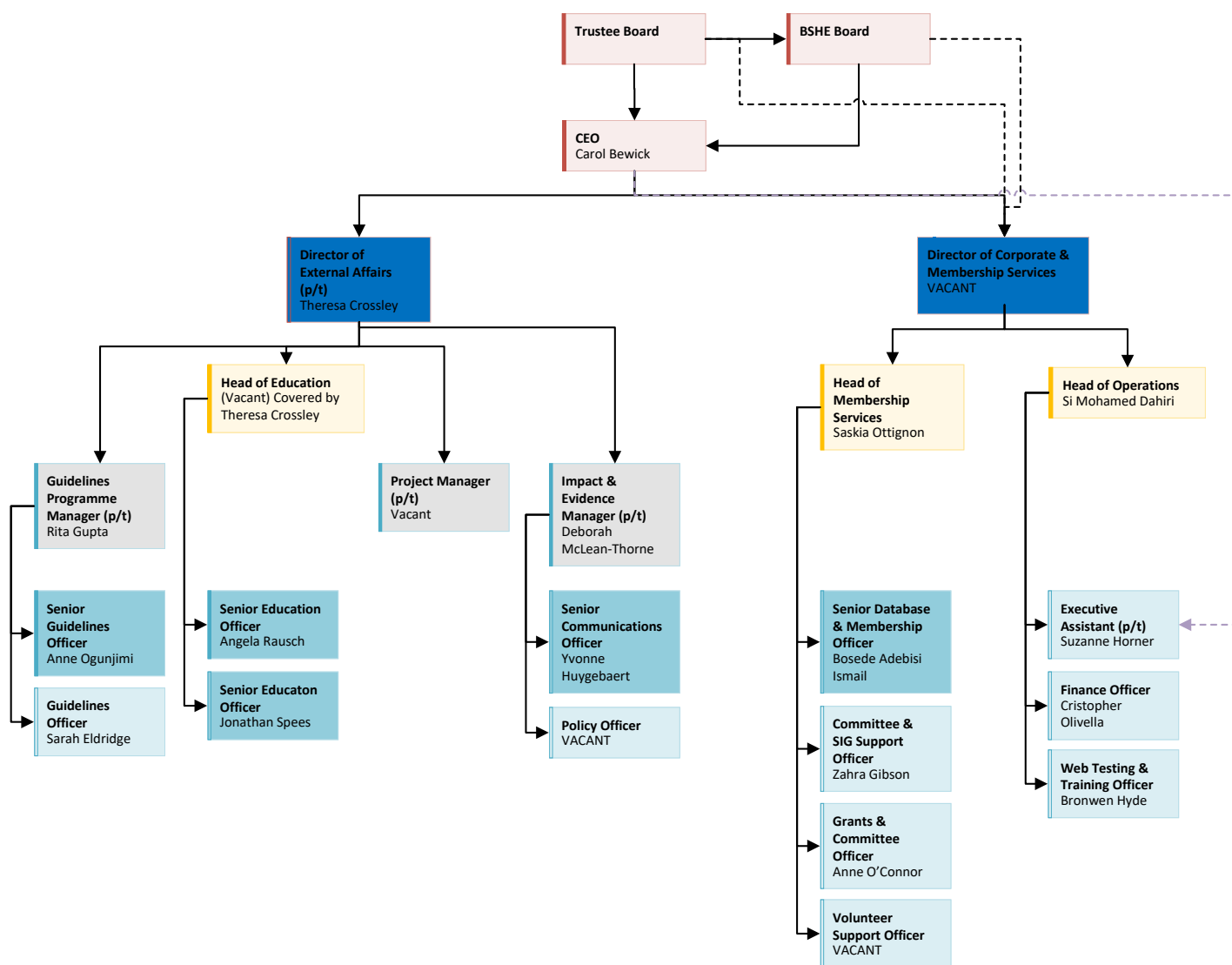
Our trading subsidiary, BSH Enterprises, is the vehicle which delivers education and conferences, including our large annual scientific meeting held over three days and which attracts the attendance of over 1000 delegates each year.

Our Board oversees all aspects of the BSH's work. Trustees are clinical experts working across all aspects of haematology, elected by the membership they are 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 which are run by our members to support UK haematologists, these 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/>

## ORGANISATION STRUCTURE



# JOB DESCRIPTION

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**Job title:** Director of Corporate and Membership Services

**Contract:** Permanent

**Reports to:** CEO

**Responsibility for:** Head of Member Services  
Head of Operations

## BACKGROUND

The British Society for Haematology (BSH) is the largest UK multidisciplinary Haematology Society with almost 3,000 members. Our activities include running events and courses (including our flagship Annual Scientific Meeting held in April) providing online educational tools, producing guidelines, awarding grants, and raising the profile of Haematology.

The Director of Corporate and Membership Services is responsible for oversight of all corporate services, governance, member and volunteer support services, legal issues and commercial relationships. Their leadership will ensure the smooth running and excellent delivery of all BSH internal and membership workstreams in line with agreed strategic direction.

## MAIN RESPONSIBILITIES

- Lead the process for strategy development
- Lead on annual business planning
- As part of the Senior Leadership Team ensure our work is in line with strategic priorities and the organisation meets its purpose
- Oversee the BSH involvement and contracting with Wiley
- Ensure all process and governance relating to the work of volunteers and members is proportionate providing a seamless and easy journey for all
- Review existing and develop new platforms and systems so the organisation can deliver well and cost effectively
- Provide forward looking decision making with the support of our members at its heart
- Work with Head of Member Services to develop, implement and maintain productive and valuable Special Interest Groups
- Oversee knowledge development from volunteer work
- Lead, when necessary, on creating task and finish groups to review aspects of our work e.g. grant giving, philanthropic donations, access to research
- Ensure all services decisions consider future trends and member working patterns
- Constantly revise governance to reflect best practice, BSH, volunteer and member needs
- With the Treasurer and supported by our contracted accountant, oversee BSH audit, budgeting, investments and finance cycle
- Ensure quarterly reforecasting is conducted during the year
- Provide three/five year forecasts
- Lead on development, implementation, and oversight of income streams

This job description is not an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. You will be expected to perform different tasks as necessitated by organisational and role developments.

# PERSON SPECIFICATION

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## SKILLS AND ABILITIES (ESSENTIAL)

- Excellent written and verbal communication, strong interpersonal skills with both internal and external stakeholders
- Analytical problem solving
- Strategic planning
- Negotiation
- Strong computer literacy in the areas of MS Office, database, content management and email marketing software

## KNOWLEDGE AND EXPERIENCE

- Budgetary planning, monitoring and reporting
- Line management and leadership
- Marketing
- Communications
- GDPR awareness
- HR understanding (Desirable)
- Working with volunteers (Desirable)
- Working in a smaller charitable organisation (Desirable)



# TERMS OF APPOINTMENT

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## REMUNERATION

Up to £80,000 per annum depending on experience.

## LOCATION

British Society of Haematology Headquarters, 100 White Lion Street, London, N1 9PF. (Hybrid working)

# HOW TO APPLY FOR THIS APPOINTMENT

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We hope you will consider making an application to become our Director of Corporate and Membership Services. To make an application, please go to <http://starfishsearch.com/jobs/bsh-dcs> 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 Monday 20th January 2025

## SELECTION TIMETABLE

First stage discussions for selected applicants will take place during the **week commencing** late: Monday 27th January and w/c Monday 3rd February 2025

Agreement of the final shortlist, and candidate notification, will be by: w/c Monday 10th February 2025

Final stage interviews for selected candidates will take place on Monday 24th February 2025

