



**Association of Surgeons of Great Britain and Ireland**

## **DIRECTOR OF EDUCATION AND TRAINING**

### **JOB DESCRIPTION**

#### **Background**

The Association is a not-for-profit Company limited by guarantee registered in England (No: 06783090) and is Registered for VAT (No: GB944307034). ASGBI has one wholly-owned subsidiary company; the **Surgical Indemnity Scheme Ltd** (No: 07596523). There is also an affiliated incorporated charity, **The Surgical Foundation** (Registered Charity No: 1068016; Company No: 03476019).

Good governance and sound financial management are, therefore, of vital importance, and the Executive Board of Directors is responsible for ensuring that the Association meets the requirements of Companies House and the Charity Commission.

The post of Director of Education is appointed by advertisement and interview and is for a period of up to four years. The Post does not carry any remuneration either for reimbursement to the employer or as a personal honorarium. The time involved is difficult to quantify as this Post will evolve with the incumbent's input but is likely to be eight days per annum. The main daytime commitment will be the regular meetings of the Association's Education and Training Board, Executive Board of Directors, Council and other representative committees.

One of the major functions of the Association is to provide both generic and specific educational opportunities and support for its Fellows, and the Director of Education and Training is crucial to the success of these strategic aims. Educational activity and Continuing Professional Development are vital to annual appraisal as part of revalidation.

The Education and Training Board comprises the Executive Board, the Educational Leads of the Specialty Associations and Societies within General Surgery, the Chairman of the SAC in General Surgery and other invited members (some ex-officio).

#### **Description of Duties**

- \* To convene and chair the Association of Surgeons Education and Training Board and to lead the development and to co-ordinate a portfolio of educational activities and material for the Association.
- \* To collate and unite the views of Specialty Associations on education & training and curriculum changes.
- \* To work closely with the Chair of SAC in General Surgery.
- \* To run 1-2 educational events per year.

- \* To liaise with Directors of Education of the Royal Colleges of Surgeons and Specialty Associations in developing the portfolio which will have clinical, research, managerial and professional elements. In particular to advise the President of the day and the Executive Board on the educational content of the Annual Congress in close association with the Director of the Scientific Programme.
- \* To represent the Association on the General Surgery SAC.
- \* To facilitate Continuing Professional Development (CPD) for the Association's members and to liaise with other Directors of CPD within the Colleges and Specialty Associations.
- \* To feedback, report to and update Council from time to time on all educational activities and any representative functions that the Director of Education and Training will perform.
- \* To be responsible, with the Director of Finance, for any financial aspects of the educational activities of the Association.

### **Administrative and Office Support**

- \* Administrative support will be through the Association's Office.
- \* Travelling expenses will be in accordance with the Policies of the Association in force at the time, in line with the functions of the Association.

### **Key Relationships of the Post**

- \* Accountable to the President of the day, the Executive Board of Directors and Council.
- \* Reports directly to the President and Executive Board of the Association.
- \* Works in partnership with Council, Link-Surgeons and Fellows, Postgraduate Deans, FSSA, the Surgical Forum, Royal Colleges, Schools of Surgery and Specialty Associations.
- \* Works closely with the General Manager of the Association.

### **Term of Office**

Up to four consecutive years with annual renewal at the Association's Annual General Meeting.

### **Application Process**

Initial expressions of interest should be made, in confidence, to the Association's General Manager, Bhavnita Patel, at: [bhavnita@asgbi.org.uk](mailto:bhavnita@asgbi.org.uk)

Letters of Application, together with a full CV, should be submitted by email to the General Manager, as above, by the closing date of midnight on **Friday 3<sup>rd</sup> August 2018**.