

Biochemical Society - Proposed Job Description for:

Job Title	Director of Society Programmes
Reports to	Chief Executive Officer/Managing Director
Department	Society Programmes
Location	Central London

The post holder leads and directs the Society Programme department's activities, to ensure they align with the Group strategy. The post holder has overall responsibility for the implementation and delivery of the Group strategic plan as it relates to Society programmes including education, training, public engagement, policy, scientific conferences, marketing and communications, ensuring that benefit for Society members and external stakeholders is maximized.

Key accountabilities

- At the direction of the CEO/MD, working with the Director of Publishing and Director of Operations to facilitate the development, implementation and embedding of Group strategy at an organizational level, liaising with Trustees as appropriate.
- Overseeing the development and implementation of the Group strategy as it relates to Society Programmes.
- Encouraging a culture of inter-departmental collaboration
- With the Director of Operations and Director of Publishing, deputizing for the CEO/MD in her absence.

Core responsibilities include:

- Providing strategic leadership and support in the development of activities relating to Society programmes, including managing and building high functioning teams of staff, and enabling collaborative working across the Society.
- Preparing, justifying and overseeing the management of Society programme budgets, including actively seeking suitable additional income streams, reducing expenditure for the Society's programmes, and reviewing existing programmes of work to ensure value for money.
- Representing the Society externally and, as appropriate, building suitable partnerships that can bring added value to the Society's programmes and delivering tangible results through effective partnership working.

Strategy and General Management

- Lead, manage and review work relating to education, careers, training, policy, public engagement, marketing, communications and scientific conferences, to deliver the strategic objectives of the Society within the budgetary resources available.
- Working with the relevant Honorary Officers, Head of Conferences & Events, Marketing & Communications Manager and committees to ensure that high quality Society programmes are designed and delivered which meet the needs of the membership and external stakeholders and provide a range of opportunities for the dissemination of research knowledge.
- Working with relevant departmental staff to ensure that a high-quality service is provided to the Education committee, Training Theme Panel, Conferences Committee and Policy Advisory Panel.

Conferences and Training

- Working with the Head of Conferences & Events to develop the strategic direction of the Conferences Committee and associated Theme Panels, to ensure the conferences programme delivers on the Society's strategic priorities and themes.
- Working with relevant staff and the Training Theme Panel Chair to develop and deliver a programme of face to face and online scientific and careers training events and activities in line with the demands of the sector.

Education, careers, public engagement and policy

- Working with relevant staff and the Chair of the Education Committee and Honorary Policy officer, to develop and implement the Society's strategy in the areas of education, careers, public engagement and policy.
- Leading on embedding education and outreach across the Society, to maximise opportunities for the development of activities and resources by the Society and by members for a range of audiences.
- Leading on developing opportunities for members to use their specialist expertise for the public good, by promoting molecular bioscience and the Society through their own engagement in policy, education and outreach.
- Oversee the delivery of education, careers, public engagement and policy activities for the Society, working in partnership with other organizations across and beyond the sector.
- Ensure effective Biochemical Society input into national and international accreditation and training programmes; standards development, and accreditation management, in consultation with relevant bodies where appropriate.

Marketing and Communications

- Working with the Marketing and Communications Manager to formulate and lead strategies for maximizing the impact of the Group's activities through effective marketing and communications, reflecting the interests of the membership and wider molecular bioscience community

Skills and experience

- First degree or postgraduate qualification in life sciences subject
- An understanding of and enthusiasm for biosciences with an understanding of the importance of molecular bioscience
- Experience of strong stakeholder management within the scientific community and influencing skills with the ability to challenge effectively across all levels
- Knowledge and experience of programmes of professional development
- Demonstrable experience in delivering policy and/or public affairs activities
- The ability to engage at a high level with academics, policy-makers, industrial contacts and other relevant stakeholder groups, on strategic issues related to life science policy
- Experience of effectively managing resources, including financial and budget management, meeting financial targets, and influencing significant budgets
- Strong project management skills and ability to manage time effectively, prioritise and implement strategies in order to deliver tangible results
- Capacity to provide visible and supportive leadership, empowering, enabling, motivating and developing the team, and fostering a positive organizational culture
- Strong line management experience, with demonstrable ability to lead and manage a multi-disciplinary team effectively