

- Supporting and engaging with our members
- b. Strategic development of the cardiovascular training of doctors and other health care professions who work within the disciplines represented by the BCS and its affiliated societies
- c. Setting and monitoring clinical standards, audit and workforce planning within cardiovascular medicine through the Clinical Standards Division
- d. Ensuring support for academic cardiology and research through the Education division
- e. Working in partnership with others for the good of the profession and patients.
- f. Engaging with the public and media on matters of public or professional interest involving cardiovascular health

More details can be found at: <https://www.britishcardiosvascularsociety.org/>

Job Context

In recent years the BCS has proactively sought to strengthen relationships with pharma and the medical device industry. This collaboration has resulted in the development of 'Principal Partnerships' between the BCS and industry companies and at the end of 2021 the number of new partnerships in place totaled eight. The BCS needs to ensure these partnerships are

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- Contribute and be prepared with relevant information relating to partnership arrangements during meetings when required.
- Coordinate information internally so that collaborations and engagement with industry across different functional areas are fully joined up.
- Ensure internal business units of the BCS action aspects of the partnership agreements which fall within their remit.
- Manage arrangements around new sponsorships and renewals.

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- through to delivery.
- Provide administrative support for any meetings linked to international activities/opportunities. Coordinate administrative arrangements and record and track plans and delivery ensuring timely communication to relevant

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potential issues and problems
and takes action to address them
in good time

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Able to work both independently
as well as in a team

Strong co-ordinator skills and
good at multi-tasking with an
ability to prioritise workloads

Experience

