

JOB DESCRIPTION

JOB TITLE:	Transformation Fellow, British Sleep Society (BSS)
GRADE:	Band 5-6; IMT1-3; Academic grade 5-6, depending on experience
HOURS:	0.5 FTE (18.75 hours/week)
DEPARTMENT:	Education and Communication
RESPONSIBLE TO:	Education Committee Lead(s), British Sleep Society
ACCOUNTABLE TO:	President, British Sleep Society

Introducing BSS

The British Sleep Society (BSS) is a professional organisation for medical, scientific and healthcare workers dealing with sleeping disorders. We are also here to help sleep practitioners in the private field. We are a registered British charity and our ultimate aim is to improve public health by promoting education and research into sleep and its disorders.

The British Sleep Society (BSS) is a member of the Association of National Sleep Societies (ANSS) which is a grouping of European sleep societies with the common goal to develop sleep medicine and sleep research. The ANSS is a formal body of the ESRS and represents the affiliated members from different European sleep societies.

BSS Strategic Priorities

Education

We recognise the need to continuously build our own skills and knowledge, and to teach what we know. We will ensure sleep health professionals can excel in their work by improving access to, and quality of education in sleep science.

Clinical Practice

Members of the public deserve access to safe, timely and effective support for sleep conditions. As an organisation we will support members to provide the best clinical care, and we will be active in setting the standards for that care.

Research

As the foundation of our practice, sleep science research needs to be carried out with the utmost rigour and integrity. We will help members to build the skills, and relationships to be active and effective members of the research community and will help them to disseminate their research.

Communication

To ensure that we have a diverse, engaged, and vibrant community we must be able to communicate our Vision. We need to find ways to build dialogue with our members, as well as with external stakeholders and members of the public. The way we work together is our strength, and this overarching theme cuts across all that we do.

The Role

In keeping with our strategic priorities, the British Sleep Society (BSS) is seeking to recruit a BSS Fellow. The Fellow will work with teams across our organisation to help run our webinar programme, lead our podcasts and support the Education and Communication Committees with their work, particularly in relation to the delivery of our biennial conference and the upcoming European Sleep Research Society Conference in 2028. The Fellow will also be expected to support with the development of our Early Careers' Network and with our wider subcommittees and officers to deliver on innovative upcoming national initiatives, including but not limited to, a national mapping of sleep services and a new research studentship programme.

Alongside these projects the Fellow will be actively involved in the day to day activities within the Society, including time with the Communication Committee to develop new strategies. This will be primarily a remote working role, with face-to-face duties mostly limited to workshops and the biennial conference.

The post holder will be expected to undertake the following duties:

- To help plan, organise, access and deliver educational events (monthly webinars and some in person courses over a year).
- To develop and document key performance indicators (KPIs) for educational events.
- To provide leadership for agreed projects.
- To liaise and engage with different professional organisations and other sector colleagues, as appropriate.
- Attend educational modules, conference and development opportunities associated with the Fellowship.

The duties and responsibilities outlined above are not intended to be exhaustive, may vary over time and are subject to management review and amendment.

Recruitment Profile

About You This section details the personal attributes we require for this role as either essential (E) or desirable (D). If you feel these describe you, we would welcome your application.

Behaviours and Values

- Places the interests of BSS members, patients and public at the heart of what they do (E).
- Commitment to the promotion of equality and diversity in the workforce (E).
- Promotes a safe environment for the exchange of views and ideas (E).
- Contribute to improving and maintaining a healthy, safe and pleasant working environment (E).
- Communicates complex concepts and subject matter clearly, adapting approach for different audiences and avoiding jargon (E).
- Aware of the impact of own behaviour on others and takes responsibility to address any personal development needs (E).
- Promotes innovations, organisational learning and the sharing of best practice (D).
- Leads by example, role modeling a supportive, inclusive culture, with a focus on quality and 'can do' attitude, inclusive style encouraging engagement and input from all levels within the organisation (E).
- Acknowledges and is appreciative of the work of others and team effort (E).
- Operates with integrity and treats colleagues, partners, and BSS members with respect and dignity at all times (E).
- Constructively challenges and accepts constructive challenge from others (E).
- Actively communicates with all colleagues effectively (E).
- Diligent and conscientious (E).

Skills and Abilities

- Skilled communicator able to select from, and utilise, a range of negotiating and influencing strategies appropriate to different audiences and environments (E).
- Ability to communicate complex information appropriately for the audience using a variety of media (E).
- Able to effectively manage a completing and rapidly evolving set of work priorities (E).
- Resilient and capable of sustaining themselves in a demanding, rapidly evolving working environment (E).
- Familiar with a range of communication and information dissemination techniques, including podcasts, webinars, social media platforms, and conference (D).

Experience and Knowledge

- Knowledge and understanding of sleep health, sleep disorders, and sleep medicine.
- Knowledge of basic principles of sleep medical education, and workforce development in healthcare.
- Knowledge of healthcare education and training systems.
- An understanding of current health and care policy and system as it applies to sleep medicine.
- Ability to ensure best use of resources and best value for money.
- Demonstrated ability of working with administration teams and within committees to achieve set goals.
- Demonstrated experience of facilitating multidisciplinary team meetings.
- Knowledge of maintaining confidentiality and implementing data legislation requirement including information governance.

Qualifications and Training

- Bachelors Level or equivalent in healthcare, education or sleep medicine or equivalent.
- Evidence of continuing professional development.
- Knowledge of sleep medicine acquired through undergraduate or postgraduate education or equivalent experience.
- Clinically qualified and registered with a regulatory body.

Benefits Information

About the Benefits			
What's great about this post?	What's the terms and conditions?		
<p>This is an exciting opportunity to be involved in the day to day running of our national sleep society. The Fellow will have the opportunity to work closely with sleep specialists from across the multiprofessional team and across the country to deliver on our objectives across education, research, clinical care and communication/ public health. The Fellow will also receive support and expertise, including project management support, from the BSS Education Committee. They will also have the full support of the multiprofessional sleep teams across our organisations.</p>	<p>The Following terms and conditions apply to this post: -</p>		
	<p>Salary Depending on professional background.</p> <p>Usually starting at the minimum within band/ grade.</p>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Hours of Work</td> <td>18.75 per week</td> </tr> </table>	Hours of Work	18.75 per week
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<p>Leave and Bank Holidays: Pro rata of 27 days per year and 8 bank holidays (equating to 17.5 full days per annum for 0.5 FTE).</p>			
What other opportunities are available to me?	Other useful information		
<p>We'll be committed to your training and development from day one. You will be exposed to various opportunities and support networks within the BSS organisation.</p>	<p>Job-sharing and part-time working is welcomed. Please indicate this on your application form.</p> <p>If you are successful, you will be issued with a contract of employment which will include a full statement of the terms ad conditions of service and Job Description.</p>		