



BASES Accreditation Advisory Group

Role:	BASES Accreditation Advisory Group Chair
Responsible to:	The Professional Standards Committee
Main purpose of job:	To provide leadership to the Accreditation Advisory Group (AG), who, collectively, are responsible for all aspects of the Accreditation and Supervised Experience (SE) scheme including quality assurance, marketing and communications and reviewing

Key tasks:

1. To provide direction, support and coordination to the Accreditation AG.
2. To represent the work of the Accreditation AG on the Professional Standards Committee.
3. To chair the biannual Accreditation AG meetings usually in February/March and August/September.
4. With fellow AG members, to review re-/accreditation applications and provide feedback against set criteria.
5. With fellow AG members, to be responsible for maintaining and developing the reputation and profile of SE and Accreditation.
6. To periodically determine whether the service meets members' and end users' expectations
7. To support the BASES Operational Team with any technical queries regarding the accreditation process, dealing with issues as and when they arise.
8. To support the production of an Accreditation AG report for inclusion in the BASES Annual Report.

This Job Description sets out the main aspects of the job, but it should not be taken as a complete description of the role in its entirety.

Person specification:

Key skills, qualities, experience and attributes:

1. Professional member of BASES
2. BASES accredited Sport and Exercise Scientist
3. An understanding of the BASES Accreditation and Supervised Experience processes
4. A passion for the long-term success BASES.
5. Strong leadership skills and experience in leading a group of like-minded individuals for a common purpose.
6. Strong empathetic, motivational and interpersonal skills, with the ability to build and develop relationships, bringing people together.
7. Lives and upholds the highest standards of professionalism and ethics, leads by example, always seeking to find ways to champion the pursuit of excellence in others.
8. Able to create collegiate, collaborative, honest and open environment, actively listening to the views and opinions of others, to generate trust and to forge consensus.
9. Good organisational and communication skills.
10. Approachable, diplomatic and helpful.

Term of Office

1. The Chair is appointed through open recruitment and shall normally hold post for a three-year period. They will be eligible to renew their position subject to Board approval.

Time commitment:

1. Attendance at biannual Advisory Group meetings
2. Available to support any queries in between formal meetings, via email and/or conference call.

Remuneration:

1. The role of Chair is not accompanied by any financial remuneration.
2. However, a nominal fee is associated with reviewing accreditation and re-accreditation applications.
3. The Chair of the Accreditation Advisory Group receives 10 credits per tenure.
4. Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.

Job Description-Person Specification

15 February 2022