



THE BRITISH ASSOCIATION
OF UROLOGICAL SURGEONS



Chief Operating Officer
Candidate Information Pack
April 2024

About us

BAUS is a registered charity and a professional membership association dedicated to ensuring the highest standards in the practice of urology for the benefit of patients.

Urologists and urological teams treat a broad spectrum of conditions across all age groups. In fact urology is one of the most varied branches of surgery and encompasses diseases of the kidneys, bladder and prostate, including incontinence, impotence, infertility, cancer and reconstruction of the genito-urinary tract. It caters for patients of both sexes and all ages, from children to elderly pensioners.

BAUS supports healthcare professionals who treat urological patients to deliver excellent care by developing guidance for clinical practice, providing education and fostering research. We have a membership of circa 2000 members from medical students to consultants & associated urological specialists practicing in the UK, and also have an international membership.

The motto of BAUS is 'united strength is stronger' and the Association's strength continues to derive from the commitment and support of our members who make BAUS their professional home. The medical, political and social landscapes in the UK have been fundamentally re-shaped - including by the challenges of the COVID-19 – and it is therefore imperative for BAUS to have a clear focus going forward to ensure the Association remains relevant to its members and the services they provide for their patients. A new [four-year strategic plan](#) was published in 2023 which highlights three strategic themes – membership, education and the provision of urological services.

Recruiting a Chief Operating Officer

The Chief Operating Officer (COO) is a new role for BAUS and it will be a key part of our Senior Leadership Team, playing a vital part in the development and implementation of our strategy and deputising for the Chief Executive. Working closely with the Chief Executive and the Board of Trustees to advise on governance, regulatory responsibilities and financial planning for the charity.

[Our team](#) currently consists of 8 dedicated staff members and is led by our CEO Anne Bishop who has worked with BAUS for 18 years.

Statement on equality

As an Association, we understand that equality, diversity and inclusion are very important as we strive for excellence. Our members come from every walk of life and, therefore, to represent them effectively, so should we.

The Association recognises that inclusion is about the choices we make, the words we use and the actions that we take every day. It is essential that our members are respectful and open to ideas, perspectives and outlooks different from their own. The Association expects all members to uphold this ethos in their interactions with patients and colleagues alike.

BAUS is well aware of the true benefits that equality, diversity and inclusion can bring. We recognise its positive effect on innovation, quality of care and the well-being of the workforce. As such, the Association will ensure equality is at the core of future work that is carried out, and we look forward to the positive impact it will have in education, research and clinical excellence.



Role description: Chief Operating Officer

Key Information

Location	Our office is in central London at the Royal College of Surgeons and we operate hybrid working arrangements (at least 2 days to be spent in the office)
Contract	Full-time, permanent
Salary	£65-£75k per annum, depending on experience
Reports to	CEO
Annual leave	25 days annual leave, plus bank holidays and normally days off between Christmas and New Year
Benefits	<p>Fantastic pension scheme with a minimum 16% contribution from the organisation</p> <p>Opportunities for hybrid and flexible working arrangements to help balance work and personal commitments, as deemed reasonable.</p>

Overall Purpose

The COO role provides the essential financial stability and operational facilities to enable future growth through leadership and management of finance, maintaining and developing our IT infrastructure, and ensuring effective governance and regulatory compliance.

Responsibilities

Finance

- Oversight of financial management and administration, including near and longer-term financial planning, modelling, and cashflow management, with support from an outsourced bookkeeper and finance team
- Lead on the evolution of our finance and operational functions – e.g. contract management
- Manage outsourced bookkeeper (SCCS), including budgeting, statutory accounting, audit, payroll and charity VAT
- Act as executive lead and support to the CEO and President and prepare the board finance packs with the outsourced accountant

Income generation

- Lead on financial and operational aspects of fundraising, including leading grant application processes, budgeting and reporting
- Support and contribute to the income generation strategy e.g. pricing, business modelling and options analysis
- Audit and update (as needed) existing legal/ contractual agreements with consultants and suppliers.

Technology, systems and data operations

- Ensure BAUS's IT and digital infrastructure is well maintained, cyber compliant and fit for purpose
- Design and oversee the implementation of IT and digital training
- Ensure BAUS has in place appropriate IT and digital contracts to meet the ongoing needs of the organisation
- Lead the roll-out of new internal technology
- Act as senior information risk officer (SIRO) and data protection officer for the organisation, providing oversight and following best practice and regulation with regards to information, governance, data protection and adherence with UK GDPR
- Lead our IT and data security strategy, ensuring data protection risks are mitigated and best practice is applied to information assurance, system resilience and cyber security

Governance

- Fulfil the duties of Company Secretary
- Ensure compliance with our statutory and legal obligations
- Lead on risk reporting, working with the CEO to ensure effective risk management and mitigation
- Support CEO with preparation of Board packs and attend Board meetings
- Produce the finance component of the Annual report

Operations and strategy

- Support the CEO on the development of BAUS's annual strategic planning and lead on the accompanying operational plan
- Lead on procurement process and manage key supplier relationships including all contracts, policies, and procedures
- Support the team to evolve our operating model, develop and manage systems and processes to ensure successful delivery of programmes and projects
- Operational manuals/processes documented for all areas of the organisation
- Oversee premises (currently office space leased from the Royal College of Surgeons)
- Lead on organisational Health & Safety

Contacts / External Agencies

- Maintain effective relationships with stakeholders at all levels, including trustees, council members, BAUS members, staff and members of other professional associations, industry representatives, external providers and suppliers, and the general public.



Person specification

Skills:

- Experience of leading a finance function in a charity, as part of a leadership team
- Experience of implementing financial controls, policies and procedures to ensure excellent service delivery
- Experience in financial planning and reporting (e.g. Xero or similar, SharePoint & cloud-based systems)
- Experience of preparing financial business plans, modelling scenarios and carrying out sensitivity analysis and stress tests
- Track record of delivering on a range of other corporate support services such as IT and Governance in addition to financial responsibilities
- Relevant professional qualification desirable e.g. part qualified/fully qualified management account or chartered governance institute (CGI)
- Experience of membership based or educational orientated organisations a plus

Personal Qualities:

- Ethical Integrity: A strong commitment to ethical and responsible financial management, considering the organisation's mission and values
- Adaptability: The ability to adapt to the dynamic and sometimes unpredictable nature of a small charity's financial environment
- Organisational Skills: Excellent time management and organisational abilities to handle multiple tasks efficiently
- Leadership: Confidence to lead and inspire colleagues, providing sound guidance and support
- Passion for the Cause: Enthusiasm and a genuine interest in our mission and a desire to contribute to its success
- Problem-Solving Orientation: Clarity of thought and a proactive approach to identifying and addressing financial and operational challenges and opportunities
- Integrity: ability to maintain the confidentiality of sensitive information.
- Tact and diplomacy: Excellent professional relationship building capability

How to apply

Eastside People is supporting BAUS in the recruitment of this role. Click [here](#) to apply by submitting your CV and a cover letter.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV, and ensure that you cover the following:

- Why are you interested in the COO role, and why BAUS?
- How can you contribute to BAUS in this new role? Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in the job description and person specification.

If you would like a call to discuss the role in more detail, please email Paul Venning at our recruitment partners Eastside People to arrange a convenient time p.venning@eastsidepeople.org. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please contact us if you require any assistance or adjustments so that we can help with making the application process work for you.

The closing date for applications is Friday, 24th May, and interviews with Eastside People will take place the week after. Interviews with BAUS will take place on Monday 10th June.



Eastside People

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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.