Job Description for BAPEN Mentoring and Coaching Lead (M&C Lead).

Job Title:

BAPEN Coaching and Mentoring Lead.

(BAPEN M&C Lead)

Reports to:

Mentoring and Coaching Steering Committee, (Co-Chairs of Faculty and Coopted members).

Purpose of the Role:

To lead, develop and oversee the BAPEN Mentoring and Coaching Program.

Overview of the role:

BAPEN is developing a mentoring and coaching service for its members. BAPEN Faculty has undertaken the initial feasibility studies, and planning and the program is scheduled to start in November 2025. The M&C lead will play an important role in implementing the program and overseeing its operation, working closely with a steering committee all of whom have experience with similar programs:

- The Co-chairs of BAPEN Faculty, Dr Alastair McKinlay and Dr Ailsa Brotherton,
- Dr Francesca Moroni, Mentoring Lead British Society of Gastroenterology.
- Medivents, administrative support.

Main Duties:

- The M&C lead will lead the rollout of the mentoring program. This will involve training and familiarisation with the PLD platform.
- Contacting potential Mentors and Mentees and keeping them informed.
- Overseeing the onboarding of mentors and mentees into the PLD platform.
- Maintaining a database of mentors and mentees and whether they are active or inactive in the program.
- Providing information on the program and answering any enquiries forwarded by Medivents.
- Compiling a performance report from the platform and contributing to the annual M&C report for Council and Trustees.
- Managing the budget with the Steering Committee.
- Attending BAPEN Face-to-Face Meetings of mentors and mentees as arranged, including at the Annual Conference.
- Maintaining an overview of the Coaching programme with an annual evaluation.

Expectations:

- This is a voluntary role with no payment
- M&C Lead will abide by and uphold, the agreed terms of reference as detailed in the BAPEN Mentoring Program Operational Plan (2025), and the Coaching Standard Operating procedure (2025).
- Abide by all of BAPEN's policies and guidance. Of specific note are:
    - Equality, Diversity and Inclusion Policy available at https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-edi-policy-2021.pdf
    - Declarations of Interests Policy available at https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-delaration-of-interests-policy-updated-october-2020.pdf
- Requests for agreement to travel and expenses will be made in writing to the Steering Committee. Agreement will be made in writing. Expenditure will be reimbursed in accordance with BAPEN's Guidance on Expenses for Meetings and Conferences available at https://www.bapen.org.uk/pdfs/policies-and-procedures/expenses-entitlement-04-019.pdf

Eligibility to apply:

Applicants must be current members of BAPEN or one of its recognised core professional groups.

This is a new post and training and guidance will be available, so previous experience in running an M&C program is not essential.

Prior experience of running a mentoring program, or experience as a mentor or mentee would be useful, as would project or service management experience.

Tenure:

3 years in the first instance renewable annually thereafter, for a maximum of 3 additional years.

Benefits of undertaking the role:

Mentoring and Coaching are very transferable skills and will benefit the CV of the Lead.

Experience in setting up and running a new program.

Supportive environment, to develop personal skills.

Ability to play a key advisory role and an in-depth understanding of BAPEN Governance and structure.

Process of application:

Advert and interview by the Steering Committee and BAPEN Officers.

Date prepared: April 2025

Date for review: April 2026