Job Description for BAPEN Mentoring Lead

Job Title:

BAPEN Mentoring Lead

Reports to:

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

BAPEN Council if requested

BAPEN Executive Committee, Professional Affairs Officer

Purpose of the Role:

To lead, develop and oversee the BAPEN Mentoring Program.

Overview of the role:

BAPEN is developing a mentoring 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 Mentoring 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:

Specific duties, Mentoring Lead

- The Mentoring 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 Mentoring 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.

Main duties, BAPEN

- Work with the Steering Group to provide an annual report of activity to Professional Affairs Officer.
- Promote the role of BAPEN and relevant core groups and SIGs work and support delivery of BAPEN key strategies
- Work with the Comms Officer to support social media and other relevant comms activity as required
- Attend and contribute to all meetings unless attendance is not possible due to exceptional circumstances
- To declare any conflicts of interest prior to committee or SIG meetings in relation to the agenda
- To ensure declarations of interest are made annually as required

Expectations:

- This is a voluntary role with no payment
- The Mentoring Lead will abide by and uphold, the agreed terms of reference as detailed in the BAPEN Mentoring Program Operational Plan (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 mentoring 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:

Review after 6 months in post, extended to 1 year and, thereafter, to 3 years total.

The post can be renewed annually, thereafter to a maximum of 3 additional years.

Time Commitment

4 hours per month but will vary depending on the activity of the program.

Benefits of undertaking the role:

Mentoring is a 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:

Job advert and interview by the Steering Committee and BAPEN Officers.

Date template prepared: October 2025 by Dr Alastair McKinlay, Chair of Faculty.

Date for template review: October 2026