

Job Specification: SWARM Secretary



The role of secretary is ideally suited to a research-interested Anaesthesia or Intensive Care trainee with at least one year of training remaining in the Peninsula PGME School of Anaesthesia (formally Peninsula Deanery). The term of office is at least one year.

Experience of involvement in SWARM projects is highly desirable. The secretaries' key responsibilities include:

- Contribute to and distribute the annual newsletter
- Organise regular committee meetings
- Record and distribute the agenda for, and minutes of, committee meetings and the AGM
- Assist in general duties that arise during the day to day running of SWARM

Alongside these responsibilities as SWARM Secretary, all committee members are jointly responsible for:

- Selecting project leads and local trainee leads in an open and transparent manner
- Establishing and coordinating the development of research projects
- Maintaining the momentum of SWARM locally and nationally
- Ensuring SWARM data is presented by trainees at conferences/meetings
- Organising a regular Annual General Meeting
- Organising and attending Committee Meetings
- Liaising with local R&D departments and research networks
- Maintaining the ethos of SWARM and authorship rules
- Supporting other committee members in their respective roles when required

Qualities and skills required and will be developed during the term of office include:

- Leadership and team management
- Organisational and people management
- A good understanding of audit and research methodologies
- Good communication and interpersonal skills

The secretary is an excellent opportunity for progression within SWARM and provides the opportunity to assist in the planning, organisation and running of all SWARM projects and events. In addition to the responsibilities above, it provides unique management experience and an insight into the running of a highly successful research collaborative. Further information on past and current SWARM projects can be found at www.ukswarm.co.uk.

Direct enquires about this post to swarm.trn@nhs.net, SWARM chair Alex Hunter alexander.hunter2@nhs.net or your local leads.