Job Description: BSGAR Junior Liaison Officer

British Society of Gastrointestinal and Abdominal Radiology (BSGAR)

This is an ex officio role supporting the BSGAR Committee, with a particular focus on the monitoring, maintenance and development of BSGAR-affiliated social media accounts and the creation of digital content to promote BSGAR activities.

Length of tenure

One year, with the possibility of extension for a further year.

Appointment

Applications should be submitted by email to the BSGAR Secretary. The post is an ex officio BSGAR committee role and also sits on the BSGAR Training and Education Subcommittee (TESC).

Roles and responsibilities

- **Social media account management:** Monitor and maintain BSGAR-affiliated social media accounts. Monitor activity and engagement, respond to routine queries where appropriate.
- **Content creation and event promotion:** Create and schedule clear, engaging and professional posts to advertise BSGAR events, including the annual meeting, educational meetings, workshops, webinars and other relevant activities. Promote registration deadlines, abstract submissions, programme announcements, speaker information and post-event highlights, as appropriate.
- **Planning and coordination:** Work with the Liaison Officer and BSGAR committee to identify potential future social media content.
- **Community engagement:** Help strengthen BSGAR's online presence and engagement with members, trainees, early-career radiologists and the wider abdominal and gastrointestinal radiology community. Share relevant BSGAR news, educational opportunities and approved content from partner organisations where appropriate.
- **Monitoring and reporting:** Keep a simple record of social media activity and key engagement measures. Provide periodic updates to the Liaison Officer or Committee and suggest practical improvements based on results.
- **Governance and continuity:** Ensure content is accurate, professional, accessible and consistent with BSGAR guidance.
- **Committee contribution:** Liaise with the BSGAR Liaison Officer and relevant committee members, attend meetings when requested, and contribute ideas for improving BSGAR's social media presence and promotion of its activities.

Scope of the role

The Junior Liaison Officer will focus on the practical delivery of social media and digital communications.

Person specification

- An interest in BSGAR and in supporting the abdominal and gastrointestinal radiology community.
- Good written communication skills and the ability to produce concise, accurate and engaging content.
- Confidence using social media platforms and willingness to learn scheduling and analytics tools.
- Good organisation, reliability and attention to detail, particularly when checking event dates, links and deadlines.
- Ability to work collaboratively with committee members and respond constructively to feedback.

Job Description: BSGAR Junior Representative

British Society of Gastrointestinal and Abdominal Radiology (BSGAR)

- This is an ex officio role on the committee. Application by email to the BSGAR Secretary.
- Candidates will be elected by a majority vote of BSGAR members.

Length of tenure

- 1 year with possibility to extend by a further year
- Two Junior Representatives can serve at any one time

Appointment

Applications should be submitted by email to the BSGAR Secretary. The post is an ex officio BSGAR committee role and also sits on the BSGAR Training and Education Subcommittee (TESC) and Membership and Diversity Subcommittee (MandDS).

Roles and responsibilities

- To act as a liaison with the BSGAR committee at committee meetings and provide advice to them on issues related to training arising from committee business
- To take responsibility for updating training links and provide details of relevant training courses on the BSGAR website in cooperation with the Education Officers
- To encourage junior radiologists to join BSGAR in particular by making contact with individual trainees at the annual BSGAR and other meetings
- To coordinate with the Education Officers on educational website Developments
- To contribute to the BSGAR Training and Education Subcommittee and Membership and Diversity Subcommittee
- To organize and run the BSGAR Residents' Study Day
- To contribute to the Annual Conference with ideas and topics for the Resident parallel sessions
- To score and review applications for BSGAR bursaries, positions such as the Travelling Professor and components of the Annual Conference.

Scope of the role

The Junior Representative will assist in the delivery and dissemination of BSGAR's educational offerings as well as the Resident Study Day and Annual Conference.

Person specification

- A current BSGAR member in good standing. Preferably an ST3+ Resident (but anyone can apply)
- Good communication skills, priority management, reliability and team working skills
- Personable and engaging with expectations to speak with Residents and Consultants regarding BSGAR educational programmes.
- Ability to work closely with other BSGAR members, particularly with regards to upcoming Educational content, events and to respond constructively to feedback.