

JD and Spec for Deputy Chair Intestinal Failure Registry

Job Title: Deputy Chair Intestinal Failure Registry (IFR)

Reports to: Chair IFR

Other regular relationships: IFR Working Group, BAPEN Executive, NHSE and NEC

Purpose of the role:

- To help the Chair of the IFR run and develop the IFR
- To deputise for the IFR Lead as needed in discussions with BAPEN Executive, NHSE and NEC

The Intestinal Failure Registry, see [Intestinal Failure Registry | BAPEN](#). The IFR is going through significant change. It is funded by NHS England however it will be a UK-wide registry. Currently the registry is provided by a third party, Streets Heaver (www.streets-heaver.com/) however from 1st April 2026 this will be provided by NEC, [Registries platform - The best healthcare insight | NEC](#). An IFR multi-disciplinary Working group with representation from different IF/HPN centres will be re-convened to help run and develop the IFR.

Main duties:

- As Deputy Chair for the IFR to provide support to the Chair of IFR, Sarah-Jane Nelson, see [Executive | BAPEN](#).
- To represent BAPEN and the IFR at national forums as deputy to the Chair of the IFR as required
- Meetings
 - Attend and contribute to meetings of the IFR Working Group (virtual 1-2 hours quarterly) and meetings with NHSE and NEC as required (likely virtual 1-2 hours quarterly)
- Reports
 - Help the Chair of IFR to provide a verbal or written report of activities for minuting at Executive Quarterly meetings as needed.
 - Help develop the Quarterly Dashboard and Annual report of the IFR.
- Work with the Comms Officer to support social media and other relevant comms activity as required
- To declare any conflicts of interest prior to meetings in relation to the agenda
- To ensure declarations of interest are made annually as required

Expectations:

- Abide by all of BAPEN's policies and guidance. Of specific note for 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-declaration-of-interests-policy-updated-october-2020.pdf>
- This is a voluntary role with no payment
- Requests for agreement to travel and expenses will be made in writing to the relevant Executive Officer or Chair of Committee or SIG prior to any expenditure. 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:

- A registered healthcare professional and member of one of BAPEN's core professional groups and member of BAPEN.
- Appropriate experience and expertise in Intestinal Failure.
- Conduct will reflect BAPEN's values of Listen, Lead, Share and Support and the EDI policy

Tenure:

The position is for a 3-year term. On discussion with the relevant BAPEN Executive member and with mutual agreement this may be extended for another 2 tenures.

Time commitment:

- Approximately 2-4 hours per month time commitment is likely needed, this may be higher whilst new IFR with NEC is being set up.

Benefits of undertaking the role:

- Attendance at BAPEN conference
- Opportunity to develop leadership skills, raise your own profile and reputation as an expert in IF
- Opportunity to influence and contribute to national workstreams, policy and guidance
- Opportunity to meet new colleagues and develop personal network

Informal enquiries:

For informal enquiries or discussion please contact the BAPEN office or contact Sarah-jane Nelson, ifregistry@bapen.org.uk

Process of application:

Please submit a CV and no more than 300-word support statement to the BAPEN office bapen@bapen.org.uk by 5pm Friday 16th January 2026