



Joint Neurosciences Council

Honorary Secretary

Job description

The Joint Neurosciences Council

The Joint Neurosciences Council (JNC) was founded in 1978 and became a charity in 2016. Its members are not individuals, but rather it is composed of Member Societies and Associations working in the clinical neurosciences within the UK. It seeks to promote the interest of the clinical neurosciences within the UK and to foster relationships between its members. It also acts as a forum for joint discussions with health departments in the UK and seeks to encourage research and education in the clinical neurosciences.

Member Societies and Associations appoint a delegate, who is usually the society president, to serve on the JNC, additionally a President, Deputy President, Secretary and Treasurer are elected as the Officers and Trustees by the Council. The Council generally meets three times a year. From time to time ad hoc groups are convened to consider specific issues. Member societies and associations pay modest annual subscriptions to the JNC based upon their size.

The JNC runs a very large e-learning resource called ebrain which is free to all members of the JNC Societies and Associations. The JNC president attends meetings of the national neuro advisory group.

The current officers of the JNC are President: Dr. Philip Smith, Immediate Past President: Mr. Richard Nelson, Secretary: Ms. Juliet Solomon, Treasurer: Mr. Simon Thomson. A complete list of the member societies may be found on the JNC website www.jointneurosciencescouncil.org.

The Joint Neurosciences Council has contracted administrative, publicity, technical and editorial support.

The Joint Neurosciences Council governing documentation and policies can be found on the JNC website. The charity commission registration may be found [here](#)

The role

The appointment is for four years commencing January 2020.

In association with the other officers, the secretary is expected to take a leading role in developing and delivering the Joint Neurosciences Council charitable objectives including advocacy, research and education.

The secretary is an executive role, with responsibilities as a trustee and director of the Joint Neurosciences Council. This includes taking the lead on the website, policies and ensuring documents are submitted to the charity commission on time.

Person specification

The secretary must be a full (or equivalent) member of one of the associations that form the Joint Neurosciences Council.

We are keen to appoint someone who has the ambition and drive to maximise development of the Joint Neurosciences Council over the next four years.

Information

If required more information on the role may be obtained from the Joint Neurosciences Council president Dr. Philip Smith (smithpe@cardiff.ac.uk)

To apply please send a CV and covering letter to admin@jointneurosciencescouncil.org by 30th November 2019.