



## British Society for Phenomenology Executive Committee member with role

**Job Title:** Chair of the UK Annual Conference

### **About the British Society for Phenomenology (BSP)**

The BSP is a not-for-profit organisation set up with the intention of promoting research and awareness in the field of phenomenology and other cognate arms of philosophical thought and practice. Currently, the society accomplishes these aims through its journal, essay prize, impact agenda, podcast, and events. We are an open and welcoming society, and our aim is to create a convivial, inclusive environment for our membership during every interaction.

### **Job Summary:**

The British Society for Phenomenology Annual Conference is a longstanding, respected, and popular feature of the UK academic scene, providing a friendly and supportive forum for interdisciplinary discussion. Generally, each year the BSP partners with a UK university to host the face-to-face event. The Chair of the annual conference project manages the process, convening and leading a team selected from the BSP and the host university. Supported by the Head of Engagement (Communications and Events), and alongside and with other members of the events team and BSP executive committee, the Chair will be responsible for overseeing and driving the key elements of the event process. This includes the selection process for the host university, theme, and keynotes; sharing the call for papers and supervising the speaker selection process; encouraging registration by speakers and delegates; and delivering the event. The Chair will help deliver the 2023 conference alongside the Head of Engagement, taking over the responsibility for the 2024 conference onwards.

### **Role overview:**

- The role holder should be based in the UK, and work / study in the field of phenomenology broadly construed.
- The role holder will be a member of the BSP; or commit to becoming a member upon taking up the role.
- The role holder will report directly in to and be supported by the Head of Engagement and Events for the first year, then take on full leadership for subsequent years.
- The role holder will become a member of the BSP [Executive Committee](#) (ExCo).

- The role holder should be prepared to commit to a standard ExCo four year tenure. However, they can step down anytime during their tenure with extenuating circumstances; the incumbent role holder can also re-apply for another four years once their tenure is up, if they so wish.
- This is an unpaid voluntary position. However, the role holder will have the opportunity of free attendance to the Annual Conference and any other BSP events in the UK or abroad where they are part of that organising team, with all travel and accommodation costs reimbursed.

**Responsibilities and duties:**

- Lead and project manage the UK Annual Conference.
- Ensure events principles and society values are upheld during every stage of the process.
- Engage other members of the events team and host university to deliver the UK annual conference.
- Engage with other relevant members of the ExCo where necessary to deliver the event, such as the Technology Officer, Communications/Engagement Lead, Secretary, and Finance Officer.
- Where possible, help out on specific tasks as a team member with other Chairs in their events teams to deliver other BSP events such as the International Conference, the Online Conference, and the Manchester Winter Public Lecture.
- Attend the online AGM and two to three yearly ExCo meetings as far as possible unless there are extenuating circumstances.
- Give at least one paper at any BSP event during their four year tenure.

**Further information:**

For further information or to discuss any aspect of this role, please contact the Head of Engagement, Dr David Deamer, at [contact@britishphenomenology.org.uk](mailto:contact@britishphenomenology.org.uk).