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FPHC Honorary Secretary Vacancy

The post of FPHC Honorary Secretary becomes vacant when Dr John Hall comes to the end of his term of appointment in July 2020. Applications for the post of Honorary Secretary are invited. Prospective applicants should be Members or Fellows of the Faculty of Pre-Hospital Care, the Royal College of Surgeons of Edinburgh in good standing. It is anticipated that the time commitment will be up to 1 day per week, with the postholder attending key Committees and meetings on behalf of the Faculty and also working remotely from their existing base.

A job description is provided below, along with an application form. Interested parties are asked to submit an application electronically. The appointment shall be made following a suitable shortlisting and interview process and will be subject to ratification by the FPHC Executive Committee.

The closing date for applications is 4.00pm on 21 February 2020. All applications and subsequent correspondence should be submitted via email to e.stevenson@rcsed.ac.uk. Applications received after this time will not be accepted.

It is anticipated that interviews will be held late March 2020.



CALL FOR APPLICATIONS FOR THE ROLE OF HONORARY SECRETARY OF THE FACULTY OF PRE-HOSPITAL CARE, THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSEd)

The Faculty of Pre-Hospital Care, the Royal College of Surgeons of Edinburgh invites applications for the role of Honorary Secretary.

Summary of the Role:

The FPHC Honorary Secretary plays a critical and high-profile role within the Faculty.

As a minimum, the post-holder will be expected to attend the following meetings, either in person or via tele/videoconference:

- Up to 2 Faculty Advisory Board meetings per annum (in person in Edinburgh)
- Up to 6 Office Bearers meetings per annum (normally telecon)
- Up to 6 Executive meetings per annum (normally telecon)
- 1 Annual General meeting, which will fall in line with the constitution (in person)

Term of Office:

In order to discharge the core duties of the Honorary Secretary effectively, an estimated commitment of up to 1 day per week is required.

The Honorary Secretary is appointed for an initial term of three years and is eligible for reappointment for one additional year.

Eligibility:

Applicants must be a current Member or Fellow of the Faculty of Pre-Hospital Care, the Royal College of Surgeons of Edinburgh, in good standing.

Note that this position is voluntary, however travel, accommodation and subsistence for activities relating to the role will be reimbursed.

The Role in Detail:

The Honorary Secretary has responsibility for overseeing the functions of the Faculty office and, with the Faculty Manager, ensuring that the correct systems are in place both to support the internal workings of the Faculty and provide the necessary external interface to its members, prospective members and the wider community both within medicine and further afield.

- a) Liaison with the Faculty office staff, Exec officers, and Faculty committee chairs on both a proactive and reactive basis to pursue agreed aims of the faculty and to mitigate any issues that arise.
- b) Ensure all necessary meetings are planned ahead, supported appropriately and minutes are completed and disseminated in a timely fashion.
- c) Overseeing the arrangements for the Annual General Meeting, including agenda preparation.
- d) Work with external people, groups and institutions to discuss and develop areas of potential mutual interest or benefit.
- e) Acting as Returning Officer at the counts for the above processes.
- f) In consultation with the Faculty Office deal with Fellows' and Members' enquiries, particularly those relating to membership.
- g) Be the first point of call for anyone, internal or external, for whom there is no other obvious point of contact.

Application and Appointment Process:

Interested parties are asked to complete and submit an application form via email. The appointment shall be made following a suitable shortlisting and panel interview process and will be subject to ratification by the Faculty Executive Committee.

The deadline for receipt of applications is 4.00pm on 21 February 2020. All applications and subsequent correspondence should be submitted via email to e.stevenson@rcsed.ac.uk. Applications received after this time will not be accepted.

Following an appointment, the successful candidate will be expected to shadow the incumbent Honorary Secretary for a period of three months in order to familiarise themselves with the role they will then take up the position formally at the Faculty Advisory Board meeting on the 30th June 2020 in Edinburgh.

An induction process will be provided.

SECTION A – PERSONAL DETAILS

*Surname:	
*First name:	*Preferred first name:
*Title:	NMC/HCPC/GMC/IMC/GDC Number (as applicable):
Date of Birth: <i>(dd/mm/yyyy)</i>	*Profession:
*Region	
Name of Workplace:	*Specialty (if applicable):
Work Address:	
Postcode:	
Home Address:	
Post Code:	College Membership Ref Number:
Work Phone:	Mobile No:
Email:	

SECTION B – PERSONAL STATEMENTS

Please answer the following question in *no more than 100* words:

<p>Question 1: Describe yourself and your current roles.</p>
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Please answer the following question in *no more than 250* words:

<p>Question 2: What relevant activity have you undertaken to date that would enable you to be an effective Honorary Secretary of the FPHC?</p>
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Please answer the following question in **no more than 250** words:

Question 3:
What would you bring to the role and what would you hope to achieve during your term of office?

SECTION C – DECLARATIONS

Proposer’s Details and Declarations:

*Surname:		
*First name:	Title:	
Date of Birth: (dd/mm/yyyy)	Mobile No:	
Email:		
FPHC Membership Ref Number:	I confirm I am a member of the Faculty in good standing.	<i>(please tick)</i> <input type="checkbox"/>
Signature: <i>a scanned signature is acceptable</i>		

Seconders' Details and Declarations:

*Surname:		
*First name:	Title:	
Date of Birth: <i>(dd/mm/yyyy)</i>	Mobile No:	
Email:		
FPHC Membership Ref Number:	I confirm I am a member of the Faculty in good standing.	<i>(please tick)</i> <input type="checkbox"/>
Signature: <i>a scanned signature is acceptable</i>		

Nominee's Declaration:

By submitting this form I agree that I meet the requirements as set out for the role and I confirm that I do not have any conflicts of interest which may affect my ability to undertake the role on the for the FPHC.	<i>(please tick)</i> <input type="checkbox"/>
I confirm I am a member of the Faculty in good standing.	<i>(please tick)</i> <input type="checkbox"/>
Signature: <i>a scanned signature is acceptable</i>	Date: