# FPHC Conference Lead Vacancy

Applications for the post of FPHC Conference Lead 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 2 days per quarter, with the postholder attending key FPHC committee meetings.

A job profile 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 **5.00pm on 3 December 2021**. 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 on-line **w/c 13 December 2021**.

**APPLICATIONS FOR THE ROLE OF CONFERENCE LEAD, 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 Conference Lead.

**Summary of the Role:**

The FPHC Conference Lead plays a vital role in ensuring the successful management and delivery of the FPHC Annual Conference.

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 Executive meetings per annum (normally telecon)
* 1 x FPHC Annual Conference
* 1 x Annual General meeting

**Term of Office:**

In order to discharge the core duties of the Conference Lead effectively, an estimated cumulative commitment of up to 2 days per quarter is required.

The Conference Lead 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.
* Experience of setting up and running successful large-scale educational events

*The College’s membership is diverse and we aspire to ensure that this diversity is represented through our internal governance and decision-making structures, whether this be via appointed or elected positions. In all cases, we particularly welcome applications or nominations from suitably qualified individuals from protected characteristic groups that are currently underrepresented on College boards, committees or groups, who may bring different experiences, skills and perspectives to our discussions and decision-making. Reasonable adjustments for disability will be implemented for those who require them.*

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

The Role in Detail:

1. Liaise with the FPHC Membership, Comms & Events Senior Administrator to
2. Produce an overall plan for the conference
3. Produce a budget for the conference
4. Secure conference meeting space to run the event
5. Secure equipment and catering for the conference
6. Secure sponsorship for the event
7. Produce marketing material for the conference
8. Produce social media marketing and live reporting of the conference
9. Arrange social events connected with the conference
10. Design programme and secure speakers for the event in liaison with the Gibson Chair
11. Manage and run the conference poster competition
12. Attend FPHC senior committee meetings to offer update on conference planning
13. Provide post event reports and articles eg for RCSEd magazine

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 **5.00pm on 3 December 2021**. 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 liaise with the FPHC office in order to familiarise themselves with the role.

**SECTION A – PERSONAL DETAILS**

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| --- |
| **\*Surname:** |
| **\*First name:**  | **\*Preferred first name:** |
| **\*Title:**  | **NMC/HCPC/GMC/IMC/GDC Number** (as applicable): |
| **Date of Birth:** *(dd/mm/yyyy)* | **\*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:

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

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| **Question 2:** **What relevant activity have you undertaken to date that would enable you to be an effective Conference Lead of the FPHC?** |
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Please answer the following question in ***no more than 250*** words:

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| **Question 3:** **What would you bring to the role and what would you hope to achieve during your term of office?**  |
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**SECTION C – DECLARATIONS**

**Proposer’s Details and Declarations:**

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| **\*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.**  | *(please tick)* |
| **Signature:** *a scanned signature is acceptable* |

**Nominee’s Declaration:**

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| --- | --- |
| **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.** | *(please tick)* |
| **I confirm I am a member of the Faculty in good standing.** | *(please tick)* |
| **Signature:** *a scanned signature is acceptable* | **Date:** |

**Please also send a copy of your most recent CV.**