# FPHC Regional Advisory Group Chair Vacancy

Applications for the post of FPHC Regional Advisory Group Chair 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.  This reflects a revised regional strategy, bringing together key groups within the faculty to facilitate a more efficient and streamlined role. It is anticipated that the time commitment will be up to 2 days per quarter, with the postholder attending key FPHC group 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](mailto: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 REGIONAL ADVISORY GROUP CHAIR, 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 Regional Advisory Group Chair.

**Summary of the Role:**

The FPHC Regional Advisory Group Chair plays a vital role in ensuring delivery of FPHC aims around education and inclusion of all levels of providers. The role and terms of reference have been recently revised to better reflect these aims by combining functions of the Nursing & Paramedic Group, Student & Junior Trainee Group, Non-Healthcare Professionals Group with the Regional group structure. A key function of this role is to ensure delivery of regional educational activity, recruitment of leads to each region and integration with FPHC office for planning and sharing of events.

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

* Up to 3 Group meetings per annum
* Up to 2 Faculty Advisory Board meetings per annum (in person in Edinburgh)
* Up to 6 Executive meetings per annum (normally telecon)
* 1 Annual General meeting, which will fall in line with the constitution (normally in person)

**Term of Office:**

In order to discharge the core duties of the Regional Advisory Group Chair effectively, an estimated cumulative commitment of up to 2 days per quarter is required.

The Regional Advisory Group Chair 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.
* Ability to influence and engage widely and insight into the various provision of pre-hospital care and multi-disciplinary educational needs (desirable)
* Experience in chairing meetings (desirable)

*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:

* To work with the FPHC regional groups to promote the educational activities of the FPHC
* To chair the regional advisory group meetings; up to three times per year
* Assist with the recruitment of new Regional Representatives
* To provide a central point of contact between the FPHC office, the Regional Representatives, FPHC Executive and the Faculty Advisory Board
* To assist in the maintenance of a calendar of regional FPHC activities
* To promote multi-disciplinary working of all practitioners in pre-hospital emergency medicine
* Assist in the promotion of faculty memberships
* To support the FPHC annual conference and its academic programme

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](mailto: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 Chair in order to familiarise themselves with the role.

**SECTION A – PERSONAL DETAILS**

|  |  |
| --- | --- |
| **\*Surname:** | |
| **\*First name:** | **\*Preferred first name:** |
| **\*Title:** | **NMC/HCPC/GMC/IMC/GDC Number** (as applicable): |
|  | **\*Profession:** |
| **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 Regional Advisory Group Chair 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:** | |
|  | **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.**