

Vice Chair (Non-Doctor)

Faculty of Pre-hospital Care

**CALL FOR APPLICATIONS FOR THE ROLE OF VICE CHAIR (NON-DOCTOR) OF THE FACULTY OF PRE-HOSPITAL CARE, THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSEd)**

**Deadline for Applications 17.00 on 7 March 2025**

**It is anticipated that interviews will be conducted in April 2025.**

The Faculty of Pre-Hospital Care of the Royal College of Surgeons of Edinburgh invites applications for the role of Vice Chair (Non-Doctor). Applicants must be Members or Fellows of the Faculty in good standing.

## Summary of the Role

As members of the Executive Committee, the Office Bearers manage the Faculty on a day‐to‐day basis, working closely with the RCSEd College staff. They maintain a strategic overview of the Faculty and foster relationships with external stakeholders to develop areas of mutual interest and benefit, upholding the Faculty’s strategic aims and maintaining standards for pre-hospital care.

There are two Co-Vice Chair Office Bearers, one Doctor, and one non-Doctor to reflect and represent the multi-professional nature of the Faculty of Pre-hospital Care. They are responsible for assisting the Chair in their role, including attending and chairing meetings on behalf of the Faculty. In fulfilling these duties, the Vice Chair is supported by and collaborates closely with a dedicated Faculties Team, Faculty Office Bearers, and Faculty Executive Committee.

Please note that this position is voluntary, however, travel, accommodation and subsistence for activities relating to the role will be reimbursed in accordance with the RCSEd Travel Policy.

**Meeting Commitments**

As a minimum, the Vice Chair is expected to attend:

* Up to two Faculty Advisory Board meetings per year
* Up to six Office Bearer meetings per year
* Up to six Executive Committee meetings per year

A detailed outline of the specific duties is provided below.

## Commitment and Term of Office

The Vice Chair role requires an estimated commitment of two days per month, delivered flexibly and including evening meetings, though occasionally more may be needed depending on workload and any unanticipated events.

This is a voluntary position, appointed for an initial three-year term, with the option for reappointment for an additional year, subject to College Council approval. To ensure a smooth transition, the Faculties team will provide a robust and supportive induction period for the incoming Vice Chair, lasting up to six months and tailored to the individual’s needs. This will include facilitating a structured handover process between the outgoing and incoming Vice Chair, ensuring continuity and effective leadership from the outset.

## Eligibility

Applicants must be a current Member or Fellow of the Faculty in good standing. There is no requirement to have previously served on the Executive Committee, although sufficient experience and insight into the Faculty will be required to fulfil the role.

The College is committed to fostering an inclusive and diverse environment and welcomes applications from individuals of all backgrounds. We encourage applications from people of all ages, genders, ethnicities, races, religions, sexual orientations, abilities, and socio-economic backgrounds. We value candidates who bring a range of lived experiences and perspectives, and who reflect the diversity of our pre-hospital care community.

In addition to the role specification, the Vice Chair (Non-Doctor) should have the following qualities and experience:

**Person Specification**

We warmly encourage applications from individuals who may feel they do not fully meet the desirable criteria. For all desirable criteria listed, a comprehensive induction and ongoing support will be provided by our experienced and friendly Faculties team, ensuring you are fully equipped to succeed in the role. If you are passionate about contributing to the Faculty’s mission and believe you bring valuable skills or perspectives, we encourage you to apply.

|  |  |
| --- | --- |
| **Essential Criteria** | **Desirable Criteria** |
| Significant and long-standing professional experience in fields relevant to pre-hospital care gained through clinical and / or academic roles. | Previous experience in a leadership role in fields relevant to pre-hospital care gained through clinical, professional or academic roles. |
| Strong interpersonal and communication skills to engage effectively with diverse stakeholders, including members, volunteers, and external organisations. | Experience in chairing committees or working groups. |
| Alignment with the Faculty’s strategic aims, particularly in maintaining standards for pre-hospital care and supporting professionals to achieve these standards. | Experience in representing an organisation in external forums or advocating for professional or clinical standards. |
| Demonstrated ability to provide objective, independent advice and the ability to provide support tailored to the Faculty's needs, while exercising professional and independent judgment. | Ability to engage effectively with a wide spectrum of people from varying backgrounds showing consideration for their ideas and proposals while facilitating the Faculty’s strategic agenda. |
| Sufficient personal time and capacity to review and consider documents, policies, position statements and consensus statements, and to attend as required meetings, either virtually or in person. |  |
| Clear motivation to contribute to the development of the Faculty of Pre-Hospital Care. | Awareness of challenges and opportunities in professional education and development, particularly in fields relevant to pre-hospital care. |

## The Role in Detail

The Vice Chair (Non-Doctor) main responsibilities include:

* Working collaboratively with the Faculty Chair and other key office holders.
* Partnering with the Head of Faculties and Faculty Development Manager to ensure robust governance within the Faculty.
* Ensuring effective succession planning, adherence to term cycles, and leadership pipeline development by contributing to collective efforts that identify and nurture future Faculty leaders.
* Assist the Chair in coordinating the Faculty’s responses to consultations from relevant professional bodies.
* To represent the Faculty on working groups or external bodies when requested by the Chair or Executive Committee and report back to the Executive Committee or Faculty Advisory Board.
* To lead or take responsibility for specific Faculty activities, sub-committees or programmes as agreed with the Chair or Executive Committee.
* Leading engagement efforts with members, external partners, stakeholders, and prospective members, with support from the Faculties team.
* Building and maintaining relationships with external stakeholders, groups, and institutions to develop areas of mutual interest and benefit.
* In the absence of the Chair, take responsibility for chairing the above meetings.

In fulfilling these duties, the Vice Chair works closely with the Faculties team, Head of Faculties, Faculty Manager and Office Bearer team and where needed, the Vice President with responsibility for Faculties. The role may also include attending panels and ad-hoc meetings as needed, as well as representing the Faculty at selected external and promotional events, potentially including occasional international travel.

## **Application Instructions and Appointment Process**

Provided below is a step-by-step guide to the application process for the role of Vice Chair (Non-Doctor), Faculty of Pre-Hospital Care. Please follow the instructions below to ensure your application is submitted correctly:

1. **Complete the Application Form**

* Interested candidates should fill out the application form provided within this document.

1. **Submit the Application via Email**

* Send the completed application form by email to: [fphc@rcsed.ac.uk](mailto:fphc@rcsed.ac.uk).
* Ensure that the email subject line includes: *Application for Vice Chair (Non Doctor), Faculty of Pre-Hospital Care*.

1. **Application Deadline**

* Submit your application by **17.00 on 7 March 2025**. Late applications will not be considered.

1. **Selection Process**

* Applications will be reviewed, and shortlisted candidates will be invited for a panel interview.
* Appointment is subject to approval by the Faculty of Pre-Hospital Care Executive Committee and ratification by the College Council.

1. **Interview Details**

* Interviews are anticipated to take place **in April 2025** via MS Teams or an alternative video conferencing platform.
* If you require assistance or specific access arrangements, please contact Mrs. Elizabeth Stevenson, Faculty Manager, at [fphc@rcsed.ac.uk](mailto:fphc@rcsed.ac.uk)

1. **Appointment and Post-Appointment Induction**

* The successful candidate will be asked to provide two professional references.
* A comprehensive induction process will be provided to the successful candidate, tailored to develop knowledge of the Faculty’s governance, structure, and operations.

Please direct any questions or requests for further information to [fphc@rcsed.ac.uk](mailto:fphc@rcsed.ac.uk)

Please note that this position is voluntary, however, travel, accommodation and subsistence for activities relating to the role will be reimbursed in accordance with the RCSEd Travel Policy.

For a confidential discussion about the role, please contact Mrs Elizabeth Stevenson, Faculty Manager, [fphc@rcsed.ac.uk](mailto:fphc@rcsed.ac.uk) in the first instance.

For a discussion about working with the Faculty please contact the Chair of the Faculty, [fphc@rcsed.ac.uk](mailto:fphc@rcsed.ac.uk).

Application Form

**Information supplied in this application will be held and used by the Royal College of Surgeons of Edinburgh only for the purpose of administering this application process.**

**Please complete the form below and return to** [**fphc@rcsed.ac.uk**](mailto:fphc@rcsed.ac.uk) **by 17.00 on 7 March 2025**

## SECTION A – PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname:** | |
| **First name:** | **Preferred first name:** |
| **Title:** | **GMC/NMC/HCPC Number** (if applicable): |
| **Job Title(s):** | **Profession:** |
| **Region(s):** | |
| **Specialty** (if applicable): | **Faculty Membership Reference Number:** |
| **Email:** | **Mobile No:** |

## SECTION B – PERSONAL STATEMENTS

**Applications will be assessed and shortlisted against the criteria described in the Application and Appointment Process section of this document. Please do your best to address these in your supporting statement.**

|  |
| --- |
| **Question 1: Please provide a supporting statement for your application. *Please limit your answer to a maximum of 750*** **words** |
|  |

|  |
| --- |
| **Question 2:**  **What relevant activity have you undertaken to date that would enable you to be an effective Vice Chair of the Faculty of Pre-Hospital Care?**  ***Please limit your answer to a maximum of 250*** **words** |
|  |

|  |
| --- |
| **Question 3:**  **What would you bring to the role and what would you hope to achieve during your term of office?**  ***Please limit your answer to a maximum of 250*** **words** |
|  |

## Section C – Time Commitment

|  |  |
| --- | --- |
| **Are you able to commit to approximately two days per month? In addition to attending meetings, this includes the time required to review documents and any other tasks set by the Chair of the Faculty** | Yes  No |

## SECTION C – DECLARATIONS

**Applicants are requested to declare any relevant interests that could, or could be perceived to, conflict with the role of Vice Chair. For example, those holding a similar position with another Royal College or Faculty will not be eligible to apply for the role.**

A declaration of interest is the process whereby an individual can disclose all interests. It is through declaring such interests that an assessment can be made to determine if there are any actual or perceived conflicts of interest. For the purposes of this policy, RCSEd defines a ‘conflict of interest’ as: “*A set of circumstances by which a reasonable person would consider that an individual’s ability to apply a fair judgement or act, in the context of acting on behalf of the College and fulfilling the College`s charitable objectives is, or could be, impaired or influenced by a secondary interest*.”

Your answers will be held securely and will only be able to be viewed by relevant individuals in managing the work of the College.

Guidance: For each section below, enter details of any relevant interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection - please leave blank if not applicable. A 'connected person' is someone connected to you by virtue of [section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005](https://www.legislation.gov.uk/asp/2005/10/section/68).

|  |  |
| --- | --- |
| **Registerable Interest** | **Description of Interest** |
| **Current employment and any previous employment in which you continue to have a financial interest.** |  |
| **Appointments (voluntary or otherwise) e.g., trusteeships, directorships, local authority membership, tribunals etc.** |  |
| **Membership of any professional bodies, special interest groups or mutual support organisations.** |  |
| **Significant investments in unlisted companies, partnerships and other forms of business, major shareholdings (more than 5% of issued capital) and beneficial interests.** |  |
| **Involvement in external exams or education activity relevant to the interests of RCSEd or the Faculty of Pre-Hospital Care.** |  |
| **Honorariums, gifts or hospitality offered to you by external bodies, the value and whether these were declined or accepted in the last 12 months.** |  |
| **Any contractual relationship with the charity, its group companies or its commercial subsidiary** |  |
| **Any relationships to other College representatives or RCSEd staff** |  |
| **Any other conflicts (or potential conflicts) that are not covered by the categories above** |  |

## Submission Declaration

Please read the statement below and type your name to indicate your signature. We consider a form submission to be a signed form.

|  |  |  |
| --- | --- | --- |
| Tothe best of my knowledge, the given information is complete and accurate. I undertake to update, as necessary, the information provided, and to review the accuracy of the information on an annual basis and when requested. I give my consent for it to be used for the purposes of identifying potential conflicts of interest in relation to my appointed role and for no other purpose.  I am aware of no other issues which might give rise to a conflict of interest that would prevent me from acting effectively in the position offered to me or in the best interests of the RCSEd and/or its faculties. I understand that the information provided will be held in accordance with the Royal College of Surgeons of Edinburgh’s [Privacy Policy](https://www.rcsed.ac.uk/privacy) and Records Management Policy. | | *(please tick)* |
| **I confirm I am a Member or Fellow of the Faculty of Pre-Hospital Care RCSEd in good standing.** | | *(please tick)* |
| **Signature:** | **Date:** | |