

Secretary of the Student and Trainee Group: Recruitment

This document outlines the application process and selection of the **Secretary of the Student and Trainee Group (STG)**. The secretary will be a member of the STG Executive Committee, alongside the Chair and Treasurer.

1. Eligibility

We welcome students and trainees from paramedic, nursing and medical backgrounds. The eligibility criteria are outlined in the table below:

Background	Eligibility
Medicine	Medical student or (GMC registered) resident doctor (F1-F2, junior clinical fellow or completing core training in Anaesthesia, Emergency Medicine or ACCS)
Paramedicine	Paramedic student or currently completing NQP programme (HCPC registered)
Nursing	Nursing student or have qualified within the last 2 years (NMC registered)

Evidence of eligibility should be collected at the time of application. It is recommended that the post-holder will not remain in the same role for more than 2 years.

2. Application

The application process consists of two parts, a written application and an interview. Students must complete the application form and answer the following questions, with each answer being 200 words or less. Evidence of eligibility should be supplied at this point, alongside a CV (no more than 2 pages of A4).

- Why would you like to be appointed as secretary?
- What relevant experience do you have that would make you an ideal candidate for this role?
- What would you hope to achieve during your tenure?

The applications should be submitted directly to the current STG Chair, alongside proof of eligibility and a copy of your CV: **FPHCStudentsReps@rcsed.net**. The deadline for applications is **2000 Sunday 24th August**.

3. Interviews

The application, shortlist and interview process will be administered by the STG. All applications received will be reviewed by a panel with shortlisted applicants being invited to interview. Interviews will be held virtually and will last no more than 20 minutes.

4. Results

Successful candidates will be informed via email. Once the successful candidates have confirmed in writing that they wish to take up the position, the result shall be released in the first instance, to the members of the Student and Trainee Group and then posted to the Faculty Website and the Student and Trainee social media platforms.

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.

The role of Secretary

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Faculty of Pre-Hospital Care (FPHC) Student and Trainee Group Committee.

The committee's primary objectives are:

- Developing and disseminating standards and guidance on pre-hospital education for students and trainees.
- Supporting the creation and advancement of local, regional, and national pre-hospital education initiatives.
- Connecting student and trainee stakeholders on a regional and national level to promote and enhance their activities.
- Providing a conduit for communication between students and resident doctors with the FPHC senior leadership.

The Secretary is responsible for:

Ensuring meetings are effectively organised:	<ul style="list-style-type: none"> a. Liaising with the Chair to plan meetings b. Receiving agenda items from Committee members c. Circulating agendas and reports d. Taking minutes e. Circulating approved minutes f. Checking that agreed actions are carried out
Maintaining effective records and administration:	<ul style="list-style-type: none"> a. Keeping up-to-date contact details for the Committee and the Regional Representatives b. Filing minutes and reports c. Compiling lists of names and addresses that are useful to the Committee, including those of appropriate officials or officers of voluntary organisations d. Keeping a record of the Committee's activities and a diary of future activities
Communication and correspondence:	<ul style="list-style-type: none"> a. Monitoring the Committee's primary email address b. Keeping a record of any of the Committee's publications c. Reporting the activities of the Committee and future programmes to the FPHC Executive