

Role Description & Person Specification for Faculty of Prehospital Care Conference Lead

Job Title	Faculty of Pre-Hospital Care (FPHC) Conference Lead
Reports to	Faculty of Pre-Hospital Care Executive Committee and Faculty Office Bearers
Time Commitment	Variable throughout the year, increasing in the months leading up to the bi-annual conference. Attendance at planning meetings, the conference itself and relevant Faculty meetings is expected.
Job Summary	
The Conference Lead is responsible for providing strategic and operational leadership for the Faculty of Pre-Hospital Care Bi-Annual Conference. Working closely with Faculty staff, the Executive Committee, the Conference Committee and external partners, the post holder will oversee the development, planning and successful delivery of the conference, ensuring it reflects the Faculty's strategic priorities and delivers a high-quality educational experience for delegates.	
Main Duties and Responsibilities	
• Provide leadership for the planning and delivery of the Faculty's Bi-Annual Conference. • Chair the Conference Planning Group. • Drive the development of the conference programme to ensure it reflects current practice and emerging topics within pre-hospital care. • Develop the conference theme, programme and educational objectives in collaboration with the Conference Committee. • Identify and invite keynote speakers and contribute to faculty selection. • Work with Faculty staff on timelines, budgets, sponsorship opportunities and operational planning. • Promote collaboration with partner organisations, professional bodies and sponsors. • Ensure appropriate governance and quality assurance throughout the planning process. • Support evaluation of the conference and identify opportunities for future improvement. • Present updates to the Faculty Executive Committee as required.	
Specific Post Details	
• This is a voluntary position; there is no financial remuneration. • Reasonable travel and subsistence expenses reimbursed in accordance with College policy. • The term of office is three years.	

Key Liaisons

- Faculty Executive Committee
- Faculty Office Team
- Conference Committee
- Faculty Treasurer
- Faculty Chair
- Sponsors and exhibitors
- Invited speakers
- External organisations and partner bodies

Person Specification – Faculty of Prehospital Care Conference Lead

Essential	Desirable
Member in good standing with the Faculty	Fellowship of the Faculty
Experience within pre-hospital emergency medicine	Previous conference leadership experience
Excellent organisational and leadership skills	Experience working with sponsors or exhibitors
Ability to work collaboratively with multidisciplinary teams	Experience chairing committees or working groups
Strong communication and interpersonal skills	Experience in event or programme development
Commitment to high-quality education	Experience of budget oversight
Personal Attributes	
• Collaborative leadership style • Strategic thinker • Organised and able to manage competing priorities • Enthusiastic about education and professional development • Ability to build relationships with internal and external stakeholders • Commitment to equality, diversity and inclusion	



How to Apply

Interested applicants should submit:

- A current CV.
- A supporting statement (maximum 500 words) outlining:
 - Why they are interested in the role.
 - Relevant experience.

Applications should be submitted to fphe@rcsed.ac.uk by the advertised Friday 4th September.