

Honorary Secretary

Faculty of Pre-Hospital Care

**CALL FOR APPLICATIONS FOR THE ROLE OF HONORARY SECRETARY OF THE FACULTY OF PRE-HOSPITAL CARE (FPHC), THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSEd)**

**Deadline for Applications 17.00 Monday 26 May 2025**

**It is anticipated that interviews will be conducted in June 2025**

The Faculty of Pre-Hospital Care of the Royal College of Surgeons of Edinburgh invites applications for the role of Honorary Secretary. Applicants must be Fellows or Members of the Faculty in good standing.

The Faculty of Pre-Hospital Care is a dynamic and forward-thinking community at the heart of excellence in pre-hospital care. Bringing together passionate professionals from diverse backgrounds, the Faculty plays a vital role in setting standards, advancing education, and shaping the future of pre-hospital care. Volunteers are at the core of our mission, helping to drive innovation, collaboration, and the highest standards of patient care.

The Colleges six Faculties operate as an integral part of the College, supporting the professional needs of healthcare groups outside the College’s core focus on Surgery and Dental Surgery. While Faculties have distinct identities, governance structures, and strategic priorities, they remain within the College’s overall governance framework. Faculties play a vital role in upholding standards, delivering educational offerings, and engaging with members and external stakeholders

The College provides oversight, governance support, and strategic alignment, ensuring that Faculty activities contribute to its broader mission of professional development, education, and patient safety. The Faculty Honorary Secretary will work with the Faculty Executive Committee collaboratively, working closely with the Vice President responsible for Faculties and College staff to ensure strategic cohesion and operational effectiveness.

## Summary of the Role

The Honorary Secretary of the Faculty of Pre-Hospital Care plays a critical role in supporting governance, engagement, and strategic oversight within the Faculty. This voluntary position, with expenses reimbursed, includes support for travel and accommodation as needed.

## Commitment and Term of Office

The Honorary Secretary role requires an estimated commitment of at least one day per week, 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 Honorary Secretary, 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 Honorary Secretary, ensuring continuity and effective leadership from the outset.

## Eligibility

Applications must be a current Fellow or Member of the Faculty in good standing. There is no requirement to have previously served on the Executive Committee.

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. Our commitment to Equity, Diversity, and Inclusion (EDI) underpins our recruitment process, ensuring fairness and equal opportunities for all. We are dedicated to creating a welcoming environment where everyone can contribute meaningfully and thrive.

In addition to the role specification, the Honorary Secretary 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.

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| **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. |
| Strong interpersonal and communication skills to engage effectively with diverse stakeholders, including members, volunteers, and external organisations. | Experience in chairing committees or working groups. |
| Demonstrate leadership by upholding the College’s values and adhering to its code of conduct ensuring professional and respectful behaviour in all interactions with members, volunteers, staff, and external stakeholders. | Experience in representing an organisation in external forums or advocating for professional or clinical standards. |
| Alignment with the Faculty’s strategic aims, particularly in maintaining standards for pre-hospital care and supporting professionals to achieve these standards. | Interest in the governance structures, strategic planning and the arrangements of membership organisations. |
| Ability to provide objective, independent advice and support relevant to the Faculty. |  |
| 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. |  |
| A clear motivation to join and contribute to the development of the Faculty of Pre-Hospital Care. You can learn more about the Faculty by clicking here. [FPHC About Us](https://fphc.rcsed.ac.uk/the-faculty/about-us).  |  |

## The Role in Detail:

Supported and guided by the Faculties team the Honorary Secretary is responsible for:

**1. Governance and Oversight**

* Ensure adherence to good governance practices, College policies, and governing instruments.
* Oversee the appointment process for the Chair and other Faculty roles, ensuring a fair and transparent approach.
* Support succession planning, term cycles, and leadership pipeline development to nurture future Faculty leaders.
* Assist the Faculties team and College governance staff in maintaining professional standards, including providing support for disciplinary hearings where required.

**2. Stakeholder Engagement and Membership Growth**

* Support membership retention and growth, engaging with multi-professional groups and external stakeholders across the UK and internationally.
* Work with College staff to develop tailored communications and events to enhance member engagement and collaboration.
* Act as a key contact for external consultations and responses on behalf of the Faculty.
* Represent the Faculty at meetings, events, and external engagements as agreed with the Faculty Chair.

**3. Advisory and Communication Support**

* Provide strategic oversight and advisory support on Faculty correspondence, emails, and inquiries, while daily communications are managed by staff.
* Collaborate with the Faculty Chair, Executive Committee, and College departments (Faculties, Examinations, Education, Membership, and Governance) to ensure effective systems and processes.

**4. Meeting Organisation and Contribution**

* Attend, contribute to, and occasionally chair Faculty meetings and working groups, setting agendas and approving meeting minutes.
* Engage proactively with the College’s senior leaders, Vice President for Faculties, and Faculty Executive Committee to achieve the Faculty’s strategic objectives.

**Meeting Commitments**

As a minimum, the Honorary Secretary 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

## Application Instructions and Appointment Process

Provided below is a step-by-step guide to the application process for the role of Honorary Secretary, 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.
* Ensure that the email subject line includes: *Application for Honorary Secretary, Faculty of Pre-Hospital Care*.
1. **Application Deadline**
* Submit your application by **17.00 Monday 26 May 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 June 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
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

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 in the first instance.

For a discussion about working with the Faculty please contact the Chair of the Faculty, 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** **by 17.00 Monday 26 May 2025.**

## SECTION A – PERSONAL DETAILS

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| **Surname:** |
| **First name:**  | **Preferred first name:** |
| **Title:**  | **GMC/NMC/HCPC/GDC Number** (if applicable): |
| **Job Title:** | **Profession:** |
| **Region:** |
| **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.**

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| **Supporting Statement** **Please provide a supporting statement for your application. *Please limit your answer to a maximum of 750*** **words** |
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| **Question 1:** **What relevant activity have you undertaken to date that would enable you to be an effective Honorary Secretary of the Faculty of Pre-Hospital Care?*****Please limit your answer to a maximum of 250*** **words** |
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| **Question 2:** **What would you hope to achieve during your term of office?** ***Please limit your answer to a maximum of 250*** **words** |
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## Section C – Time Commitment

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| **Are you able to commit to the following:*** **attending a minimum of two in person Executive Committee meetings per annum**
* **a commitment of approximately one day upward per week. 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

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

Please outline below any appointments (voluntary or otherwise), memberships, relationships, or i**nvolvement in external exams or education activity relevant to the interests of RCSEd or the FPHC, which** might prevent you from acting effectively in the position offered to you or in the best interests of the College and/or its faculties.

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| **Registerable Interest**  | **Description of Interest**  |
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## 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.

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| Tothe best of my knowledge, the given information is complete and accurate.  | *(please tick)* |
| **I confirm I am a Fellow of the Faculty of Pre-Hospital Care of RCSEd in good standing.** | *(please tick)* |
| **Signature:**  | **Date:** |