Chair- Faculty of Pre-Hospital Care

**CALL FOR APPLICATIONS FOR THE ROLE OF CHAIR 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 Chair. Applicants must be Fellows 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. 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 Chair will lead 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 Chair of the Faculty of Pre-Hospital Care plays a critical and high-profile role within the Faculty. This voluntary position, with expenses reimbursed, includes support for travel and accommodation as needed.

The Chair will lead the Faculty Executive Committee and Faculty Office Bearers, delegating to individuals or subgroups as appropriate, providing strategic direction and oversight. They will work closely with College staff, who support the Faculty’s strategic, operational and administrative functions. The Chair will focus on maintaining a strategic overview, fostering relationships with external stakeholders to develop areas of mutual interest, and upholding the Faculty’s strategic aims and standards for pre-hospital care.

## Commitment and Term of Office

The Chair role requires an estimated commitment of at least one day per week, delivered flexibly and including evening meetings, though occasionally more time may be needed depending on workload and any unanticipated events.

The Chair is appointed for an initial term of three years and is eligible for reappointment for one 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 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 Chair, ensuring continuity and effective leadership from the outset.

Whilst accepting applicants may have other roles within the FPHC such as membership/Chairs of Committees or groups, or as an Examiner for example, it is vital to understand that work does not form part of this role per se, and that a sufficient time commitment must be available if an applicant wishes to undertake both.

## Eligibility

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.

Applicants must not hold a similar position for another Royal College or Faculty. If an applicant does hold a similar role, then they will not be eligible to apply.

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 Chair 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** |
| * Experience in chairing committees or working groups. | * Awareness of challenges and opportunities in professional education and development, particularly in fields relevant to pre-hospital care. |
| * Significant and long-standing professional experience in fields relevant to pre-hospital care gained through clinical and / or academic roles. | * Experience in representing an organisation in external forums or advocating for professional or clinical standards. |
| * Strong interpersonal and communication skills to engage effectively with diverse stakeholders, including members, volunteers, and external organisations. | * Interest in the governance structures, strategic planning and the arrangements of membership organisations. |
| * Demonstrate experience in a leadership position, with a proven ability to oversee strategic initiatives and drive organisational goals. |  |
| * A clear motivation to join and contribute to the development of the Faculty. |  |
| * A strong commitment to advancing professional and clinical standards in pre-hospital care, aligned with the Faculty mission. You can learn more about the Faculty by clicking here. [FPHC About Us](https://fphc.rcsed.ac.uk/the-faculty/about-us). |  |
| * 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. |  |
| * Alignment with the Faculty’s strategic aims, particularly in maintaining standards for pre-hospital care and supporting professionals to achieve these standards. |  |
| * 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. |  |

The Role in Detail:

Supported and guided by the Faculties team the Chair is responsible for:

**Strategic Leadership and Governance**

* Chair Faculty Executive Committee meetings and contribute to, chair and attend internal committees, working groups and ad-hoc meetings as required.
* Provide high-level oversight and strategic direction, ensuring the Faculty’s mission aligns with the College’s overarching goals.
* Lead the development of the Faculty’s strategic plan, working with College staff to integrate it into the College’s annual business planning cycle.
* Ensure adherence to good governance practices, College policies, and governing instruments.

**Collaboration and Volunteer Leadership**

* Support succession planning by mentoring future Faculty leaders and engaging with the College’s volunteer strategy to ensure clear roles and support mechanisms.
* Oversee the induction of volunteers, ensuring they understand their responsibilities within the Faculty.

**Membership and Stakeholder Engagement**

* Advocate for Faculty members’ interests, acting as an ambassador within the College and external forums.
* Work with College staff to enhance membership engagement through tailored communications and events, informed by member feedback.
* Build and maintain relationships with key stakeholders, including external organisations and College departments, to expand the Faculty’s reach and impact.
* Encourage networking among members to enhance learning, research, and practice within the Faculty’s specialty.

**Financial Oversight**

* Work collaboratively with College staff to support the monitoring of the Faculty’s financial performance, ensuring alignment with College financial policies and sustainability goals. Review financial reports prepared by staff and support budget planning activities.

**Education and Professional Standards**

* Oversee the development and delivery of educational and professional development resources, ensuring alignment with College standards and member needs.

**Reporting and Accountability**

* Provide input and approval for quarterly reports to the College Council, ensuring Faculty performance and strategic alignment.
* Deliver an annual update at the College Council Development Sessions, highlighting Faculty activities and support needs.
* Participate in annual performance reviews with the College Vice President and Head of Faculties, providing feedback and identifying areas for development.

**Advocacy and Representation**

* Act as the primary representative of the Faculty, advocating for members within the College and in external forums.
* Promote the Faculty’s activities and achievements, contributing to the College’s reputation.

In fulfilling these duties, the Chair works closely with the Faculties team, Head of Faculties, Faculty Manager and Office Bearer team and where needed the Vice President with responsibility of 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.

## Meeting Commitments

As a minimum, the Chair is expected to attend:

* Up to six Executive Committee meetings per year
* Up to six Office Bearer meetings per year
* Up to two Faculty Advisory Board meetings per year
* One Council Development Session per year (face to face if possible)
* Up to two Faculty Chair Group meetings per year

## Application and Appointment Process

Provided below is a step-by-step guide to the application process for the role Chair of the 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 Chair of the 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](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 College 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 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): | **College 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 limit your answer to a maximum of 750*** **words** |
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| **Question 2:**  **What relevant activity have you undertaken to date that would enable you to be an effective Chair of the Faculty?**  ***Please limit your answer to a maximum of 250*** **words** |
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| **Question 3:**  **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 College Council.** | Delete as appropriate:  Yes / No  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 Chair. 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:** | |