

### About the RCPCH

The Royal College of Paediatrics and Child Health supports paediatricians and child health professionals across the UK and internationally. As the leading body for paediatrics in the UK, the College works to improve the health and well-being of children and young people through professional standards, education, and advocacy.

#### Role details

- This role is accountable to the Chair of the Board of Trustees.
- Term of Office for this role will be 3 years with the option reappointment for a further 2 years

#### Eligibility

Applicants must be either:

- Ordinary Member
- Fellow

and whose primary mailing address is in the UK/Ireland.

#### Role purpose and responsibility

The RCPCH is seeking a forward-thinking and engaged Member Trustee to join its Board of Trustees, which has overall scrutiny and oversight of all College's activities. This voluntary role provides an opportunity for a College member to be part of and to influence at the highest level the strategic direction of the organisation, champion child health, and contribute to our robust governance. There are 13 trustees including college officers, CYP, paediatricians and lay individuals.

The responsibilities of the post holder are:

- Have a voice in the strategic direction of the College
- Ensure the College remains focused on its members and mission
- Collaborate with fellow trustees, and child health professionals
- Help guide the College as it approaches its 30<sup>th</sup> anniversary in 2026
- Contribute to the College's Governance

---

**In accordance with College policy, all candidates should be in Good Standing with the RCPCH.**

Page 1 of 4

## Working relationships

The post holder will work with the Chair of the Board, other Board members including the President and the Treasurer, alongside members of RCPCH staff including the CEO and the Senior Leadership Team.

## Time commitment

Committee members will be required to attend 3 half day meetings, and 1 full day meeting per year and devote sufficient time to the role to meet the demands of the role. This will include time for preparation and reading in advance of each meeting, and participation in subcommittees or working groups as needed. You may be asked to represent the Board at other internal or external meetings of the College. Meetings will normally be held in London, but travel may be required for strategic events.

## Support provided from the College

The first point of contact will be via the *Governance & Committees Manager*.

A full induction will be provided, with ongoing support to develop governance and leadership skills.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings. Remote attendance options may also be offered for some meetings.

## Knowledge, skills and experience required

### Essential:

- [Member of the College in Good Standing with RCPCH](#) as either Ordinary Member or Fellows of the College.
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.

### Desirable:

- Committed to the values and mission of the College
- Confident contributing to Board discussions and decisions

No prior trustee or governance experience is necessary, and training will be provided. Candidates who have not been a trustee before may wish to look at resources such as the NCVO site.

## Process

Applications for roles should be submitted electronically at [volunteering opportunities](#) no later than the closing date. Your CV should also be uploaded, and we will ask you to include a statement of up to 500 words outlining the relevant experience and reasons for applying to the post.

---

**In accordance with College policy, all candidates should be in Good Standing with the RCPCH.**

Page 2 of 4

When undertaking a role at RCPCH all role holders must agree to respect and uphold the charitable objects, vision, and values of the RCPCH and uphold the [code of conduct](#) which embodies the values that the RCPCH holds the breaking of which could lead to sanction. Core to RCPCH's values is the exemplary behaviour of its members, both as professionals and also as individuals.

Appointed candidates will be asked to [register their interests](#). This is to ensure that personal circumstances that might compromise a volunteer's ability to be seen as acting correctly are properly disclosed.

The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and adults at risk. Safeguarding is everyone's responsibility, with the role holder required to comply with the College's Safeguarding policy. Appointed candidates must also have attended Equality, Diversity and Inclusion training within the last 3 years.

The College may – at its discretion and with the agreement of the candidates – choose to offer this role as a job-share between more than one candidate once the appointment process is complete. Details will be discussed with candidates at the time should this arise.

The RCPCH wants to represent all the communities we serve and are dedicated to creating an inclusive working environment. The College is particularly keen to receive applications from those who belong to an underrepresented group as defined in the equality act 2010, including age, disability, sex, race, religion or belief, gender reassignment, married or in a civil partnership, pregnancy/parental leave, or sexual orientation.

The College is a disability confident leader, please let us know if you require any reasonable adjustments or accommodations as a result of a disability, impairment or health condition.

Members can also receive support to cover the costs of caring responsibilities, where these responsibilities would otherwise prevent them from undertaking voluntary work for the College, as per the [removing barriers](#) fund. Claims must be submitted using the appropriate form and the College should be made aware of these requests at least a month in advance. For further information please contact [edi@rcpch.ac.uk](mailto:edi@rcpch.ac.uk).

Eligible candidates who have the required knowledge, skills and experience may be invited to attend an interview either at the College's Offices or via tele-conferencing. Following the interview, a recommendation will be made to the Board on any appointment.

Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes

---

**In accordance with College policy, all candidates should be in Good Standing with the RCPCH.**

Page 3 of 4

directly relevant to that person's responsibilities as a committee member. Please also refer to the [membership privacy notice](#) which explains how we will use the data we collect from you.

**Joanne Shaw**  
**Chair of Board of Trustees**  
**2025**

---

**In accordance with College policy, all candidates should be in Good Standing with the RCPCH.**

Page 4 of 4

Royal College of Paediatrics and Child Health.  
Incorporated by Royal Charter and registered as a Charity in  
England and Wales: 1057744 and in Scotland: SCO38299.  
Registered Office 5-11 Theobalds Road, London WC1X 8SH.  
Patron HRH The Princess Royal.