

Description of network

The Less Than Full Time (LTFT) Training Advisors Network comprises consultants from regions in the UK. These representatives advise trainees and raise less than full time training issues within their region and bring them to the attention of the College. It reports to the Training and Quality Board. Membership consists of the Chair, Regional Representatives and two Trainee Representatives (x1 Core and x2 Specialty Level).

Role details

- Trainee Representative (core)
- The post holder is accountable to the Chair of the LTFT Training Advisors Network.
- Term of office: 3 years or your CCT date, whichever falls first.

Eligibility

Applications are now invited from Ordinary members of the College who are currently undertaking core level trainees in Paediatrics who hold a National Training Number (NTN) for a UK approved paediatric training programme, and whose primary mailing address is in the UK/Ireland.

Role purpose and responsibility

The responsibilities of the post holder are:

- Bring to the network the Trainee perspective on training and assessment issues including monitoring quality and standards of training.
- To advocate for and represent the views of LTFT trainees and ensure that they are brought to the network for consideration.
- To contact LTFT trainees to find out their views on current topics and issues for training prior to network meetings and relay relevant information back to trainees after the meeting.
- To work with the Subspecialty Trainee Representative on the RCPCH Trainees Committee to ensure that the views of subspecialty trainees are represented on a national level.
- To attend three meetings per year and devote sufficient time to the role to meet the demands of the job.
- To represent the network at other internal or external meetings of the College or at events held by the College as required e.g. Policy Conference, Careers Fairs etc

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

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- To assist with and contribute to the updating of the core and specialty competencies framework documents and other publications that the network may deem useful for LTFT trainees.

Working relationships

The post holder will work with the Chair, other Committee members, College staff etc.

Time commitment

Network members will be required to attend 2 to 3 half-day meetings per year and devote sufficient time to the role to meet the demands of the job. You may be asked to represent the network at other internal or external meetings of the College. Meetings will normally be held online via MS Teams.

Support provided from the College

The first point of contact with the Education and Training Division will be via the Quality and Training Projects Team who will forward queries as appropriate.

The College will provide appropriate support and ensure all papers are prepared to ensure ease of understanding.

Members will be reimbursed for the cost of travelling expenses and subsistence to attend meetings. Claims must be submitted using the appropriate form and within 6 months of the expense being incurred.

Knowledge, skills and experience required

Essential:

- [Member of the College in Good Standing with RCPCH](#) (in membership categories Junior Members or Ordinary Members)
- Has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.
- An understanding of the needs and situations of LTFT trainees and ability to represent their views at different levels.
- The post holder will be a LTFT trainee in core training with a particular interest in assisting the College in the development of LTFT training policy and the delivery of training to standards as set by the GMC and RCPCH, as well as wanting to act as an advocate and representative in the promotion of LTFT training.

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

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to include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post.

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 of 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.

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 Network on any appointment.

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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 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.

Dr Jan Dudley
Registrar
2025

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