

# ROYAL COLLEGE OF PAEDIATRICS AND CHILD HEALTH (RCPCH)

## ROLE DESCRIPTION

|                           |   |
|---------------------------|---|
| <b>ROLE TITLE:</b>        | Trustee (Independent)   |
| <b>ACCOUNTABLE TO:</b>    | Chair of Board of Trustees  |
| <b>ELIGIBILITY:</b>       | Any non-RCPCH member  |
| <b>TERM OF OFFICE:</b>    | 3 years and may be re-appointed for a further 2   |
| <b>APPOINTED/ELECTED:</b> | Appointment against a person specification  |
| <b>START DATE:</b>        | First meeting of the Board of Trustees following appointment.   |
| <b>TIME COMMITMENT:</b>   | 4 meetings per year plus AGM and specific training/duties as set below. There will be a requirement to attend these meetings and training sessions in-person if possible. Hybrid options can be available when appropriate. |
| <b>REMUNERATION:</b>      | Trustee roles are not remunerated; expenses will be paid in accordance with RCPCH policy  |

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## ROLE CONTEXT

The Royal College of Paediatrics and Child Health sets and maintains standards for the education and training of all doctors working in paediatrics and child health in the UK. Additionally, through a variety of activities, it aims to promote child health, and ensure and improve the quality of health care for infants, children and young people in the UK and internationally.

The College has over 25,000 members and fellows and employs around 180 staff. Its London office is situated close to Chancery Lane and Holborn underground stations. It has additional offices in Cardiff, Edinburgh, and Belfast.

The College's objectives, as set out in its Royal Charter, are:

- (i) to advance the art and science of Paediatrics;*
- (ii) to raise the standard of medical care provided to children;*
- (iii) to educate and examine those concerned with the health of children;*
- (iv) to advance the education of the public (and in particular medical practitioners) in child health which means the protection of children, the prevention of illness and disease in children and safeguarding their optimal development.*

The College's governance review of 2016 created a new Board of Trustees with overall responsibility for discharging the oversight functions set out in law and

Charity Commission guidance<sup>1</sup>. The Board particularly offers oversight on issues of finance, risk, and legal compliance.

This role is one of those on the Board of Trustees, whose composition (as set out in the College's governing documents) is:

- 1 Independent Chair
- 3 Independent Trustees who are external experts on topics relevant to the Board of Trustees' work.
- President, Registrar, and Treasurer (existing College posts)
- 4 College Member Trustees
- 2 Youth Trustees

There are therefore a total of 13 Trustees, including 7 College members.

Under the governing documents, the Board of Trustees has four committees reporting directly to it:

- Appointments Panel: Chaired by the Chair of the Board of Trustees, and taking responsibility for making appointments to vacancies in the Board.
- Audit, Finance, and Risk Committee: Chaired by the Treasurer, and taking responsibility for detailed scrutiny of the College's finances and related policies/issues.
- Council: Chaired by the President, Council serves as the representative body of the College's membership, formulating strategy based on their views and agreeing it with the Board of Trustees.
- Executive Committee: Chaired by the President, and including senior officers, the CEO and senior staff, EC is charged with operationalising and delivering the agreed strategy.

The Board of Trustees has a central governance role in the oversight of the College activities. The College's functions span education and training, research and quality improvement, membership, policy and external affairs, global humanitarian programmes, and children and young peoples' engagement. Its business support operations include finance and corporate services, human resources and digital programmes.

To further the ambitions in the College's vision, mission and strategy, the College works to deliver effective and efficient member services, advocating on behalf of paediatrics and child health in the UK and internationally. NHS reorganisation, rising patient demand, health service and workforce pressures, and supporting the changing needs of members are examples of some of the issues the College is engaged in. At the same time, the College has been strengthening its internal capabilities, modernising its infrastructure, digital systems and ways of working.

Trustees play a vital role in quality-assuring and scrutinising delivery of priorities in the [College's strategy](#).

The Board of Trustees has agreed that it is particularly relevant at this time to

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<sup>1</sup> See in particular The Essential Trustee (CC3), <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

seek an Independent Trustee with senior experience in digital transformation of organisations and digital delivery of services.

This Trustee role offers a unique opportunity to be involved in the governance of the College's UK and worldwide work at a high level during an important period in its history and as it reaches its milestone 30<sup>th</sup> anniversary in 2026.

The College is seeking high-calibre candidates who can offer skills, energy and commitment to help the College's ambitions as it delivers its goals.

Candidates will be asked to discuss their preferred start date as part of the selection process.

## **PRIMARY PURPOSE OF ROLE**

The main duties of a trustee are:

- to ensure that the College complies with its Royal Charter, and any other relevant legislation or regulations.
- to ensure that the College pursues its objectives as defined in its Royal Charter.
- to ensure the College applies its resources exclusively in pursuance of its objectives
- to safeguard the good name and values of the College
- to declare any conflict of interest while carrying out trustee duties
- to be collectively responsible for the actions of the College and other trustees
- to ensure the financial stability of the College
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to appoint and support the employees and monitor their performance, in particular via the appointment and management of the CEO.
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions.
- to contribute to and participate in reviews of board performance and effectiveness.
- to participate in annual appraisal

There are some necessary requirements to become a Charity Trustee and the Charity Commission has listed some restrictions. This includes anyone who:

- is aged under 18.
- has an unspent conviction for an offence involving dishonesty or deception
- is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary arrangement (IVA) with creditors
- is disqualified from being a company director
- has previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

As part of the application process, candidates will be required to certify either that none of the above apply to them; or, if they do, under which of the Charity Commission's waiver provisions they are applying for the role.

Since the College's work increasingly involves the participation of children and young people, candidates may be required to undergo an enhanced DBS check as part of any application.

## **KEY RESPONSIBILITIES**

### **1. To serve on the College's Board of Trustees**

- To attend and participate (preferably in person) in all Board of Trustee meetings (currently be four per year, including an away-day), and Annual General Meeting (in person at locations across the UK), unless prevented by illness or other unavoidable issues that require them to attend remotely/ not attend the meeting.
- To observe at all times the College's Code of Conduct for Trustees.
- To prepare appropriately for the Trustee meetings, including pre-reading and discussion in advance with relevant colleagues.
- To work with other College bodies (particularly Council, Executive Committee and Digital Committee) as well as with staff, especially senior staff, as required.

### **2. To support the work of the Board of Trustees**

- To serve on other College committees/bodies as required (e.g. Digital Committee or People and Remuneration Committee).
- To attend induction sessions at the College on appointment, and other briefings as needed.
- To ensure (with support from the College) that skills and knowledge of Trustee obligations are kept up to date and attend relevant training days as arranged.
- To gain a knowledge of the College's work, via discussions with and visits to the College (expected minimum 3 days per year), as well as attending relevant member events.

## **PROCESS**

Candidates are asked to submit an up-to-date CV along with a personal letter/statement (maximum 2 sides of A4) outlining their suitability and qualifications for the role. The statement should give the names and contact details of two referees. Candidates should also complete and return an Equal Opportunities form, available at <https://www.rcpch.ac.uk/media/5398>.

Applications should be sent to [governance@rcpch.ac.uk](mailto:governance@rcpch.ac.uk) by *no later than 12 noon, 21 October 2025*. Any queries can also be sent to this address.

Candidates shortlisted by the Appointments Panel will be asked to attend interviews (to be held remotely via MS Teams) on 30 October.

The scheduled dates of Board of Trustees meetings in 2025 & 2026 are:

- 27 November 2025
- 5 February 2026
- 15 April 2026
- 15 July 2026
- 14 October 2026 (meeting followed by an Away Day)

Meetings will be held at the College's London offices with a lunch provided. All Trustees must attend all meetings, however, a hybrid option is also available for those unable to attend in person due to mitigating circumstances.

Aways Days are usually held at a remote location and all Trustees are encouraged to attend these days in person for best engagement and team building.

## PERSON SPECIFICATION

|  | APPLICATION FORM | INTERVIEW |
|--|------------------|-----------|
| <b>Experience</b>  |                  |           |
| <b><i>Essential</i></b>  |                  |           |
| - Senior-level experience in best practice digital service delivery and transformation | Y                | Y         |
| - Demonstrable commitment to the College's objectives.                                 | Y                | Y         |
|  |                  |           |
| <b><i>Desirable</i></b>  |                  |           |
| - Previous/current trustee role(s)   | Y                |           |
| - Experience or knowledge of the NHS digital landscape                                 |                  |           |
| <b>Skills &amp; Knowledge</b>  |                  |           |
| <b><i>Essential</i></b>  |                  |           |
| - An understanding of the obligations of Trustees                                      | Y                |           |
| - Strategic vision   | Y                | Y         |
| - Strong independent judgment  | Y                | Y         |
| - Ability to think creatively  | Y                | Y         |
| - Willingness to speak their mind  | Y                | Y         |
| - Ability to work effectively as part of a team  | Y                | Y         |
|  |                  |           |
| <b>Personal Attributes</b>   |                  |           |
| <b><i>Essential</i></b>  |                  |           |

|  |   |   |
|--|---|---|
| - High standards of personal integrity                     | Y | Y |
| - Commitment to the College's objectives                   | Y | Y |
| - Willingness to devote the necessary time to trustee role | Y | Y |

Candidates are strongly encouraged to directly address the person specification in their applications.

The College is keen to accept applications from people with protected characteristics. We believe that our Trustees should represent all of the diverse communities we serve. Join us to help realise our vision of a world where every child is healthy and well.

The RCPCH is committed to safeguarding the children, young people and adults it has contact with in the exercise of its functions and responsibilities. The RCPCH expects all Trustees to share this commitment – we place a high priority on ensuring only those who do so are recruited to work for us.

For an informal chat about this role, please email [chair@rcpch.ac.uk](mailto:chair@rcpch.ac.uk) at least 5 working days before the closing date.