

Description of committee:

The Milestones Editorial Committee plays a key role in the shaping and delivering of our flagship member magazine, which is accessed by our community of 24,000 UK and International members. The Milestones Editorial Committee oversees the collation and review of articles submitted for consideration.

The Milestones Editorial Committee plays an active role in the review and development of each issue, working alongside a Publishing Co-ordinator.

The Milestones Editorial Committee meets on a regular quarterly basis, and its function is outlined in the Terms of Reference (ToR). The Milestones Editorial Committee reports to the Membership Committee.

Role details

- Milestones Editorial Committee members work closely with each other and all decisions taken feed into the Publishing Co-ordinator.
- Term of Office – 3 years from appointment with option of an extension for a further 2 years.

Eligibility

To become an Editorial Board Committee member, you must hold one of the following RCPCH memberships:

- Foundation Affiliate
- Medical Student
- Junior Doctor
- Fellow
- Senior Member or Fellow
- Ordinary Members
- Associate Member
- Affiliate Member

Through our commitment to Equality, Diversity and Inclusion, we want the content of Milestones to be reflective of the diverse community that we serve. We therefore encourage applications across the wider UK and International community working in paediatric and child health services.

Role purpose and responsibility

Overarching responsibilities of the post holder are:

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

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- Championing Milestones as a forum for topical issues and content within their networks.
- Supporting the Publishing Co-ordinator and fellow Editorial Committee members throughout the editorial and content submission process for each quarterly issue.

Specific tasks include:

- Identifying and liaising with potential contributors.
- Reviewing content submissions and giving feedback on drafts.
- Collaborating on visual direction for each issue's cover.
- Reviewing and checking full issue content drafts and final PDF versions.

Working relationships

The post holder will work with the other members of the Milestones Editorial Committee, the Publishing Co-ordinator and relevant RCPCH colleagues. The members of the Membership Editorial Committee are also invited to give an update on Milestones to the Membership Committee (which meets four times a year). The role holder is requested to attend at least one Membership Committee a year.

The primary means of communication between the Editorial Committee and Publishing Co-ordinator is via intra team messaging. While these messages do not require an immediate response, this allows greater flexibility among the team to catch up on messages and respond at a time that is convenient to them. It also allows real-time discussions to gather opinions on proposed articles or cover issues without adding to the email load.

Time and activity commitment

Editorial Committee members are required to attend quarterly Milestones planning and content submission meetings (working with the Publishing Co-ordinator and other Editorial Committee members) and write an Editor's Pick introduction to the magazine once a year.

We anticipate the time commitment for each quarter to be up to 20 hours work. Approximately 50% of this activity occurs in the 4 weeks before publication. The following is more detail of how this breaks down:

- 1 hour per week between issues.
- 2 content review periods – each lasting 1 week (up to 5 hours).
- A single 400-word editorial introduction (up to 4 hours per year).
- Attend 1 quarterly Membership Committee meeting per year (1 hour - held online).

Support provided from the College

The first point of contact is the Publishing Co-ordinator supported by the Head of Content, Creative and Marketing.

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

Knowledge, skills and experience required

We're very proud of Milestones and are looking for people who are keen to continue evolving the magazine. With that in mind, an interest in editorial decision-making is useful as well as an eagle-eye for detail. We welcome applicants who have a strong network, which they are happy to connect with to source content – this might be for articles, personal stories or regular features (such as A day in the life). While we outline time requirements above, a flexible and responsive approach is very important to maintaining momentum during busy production periods.

Essential:

- [Member of the College in Good Standing with RCPCH](#) (in eligible member category as defined above).
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.
- Needs to be working within a paediatric healthcare environment.
- Active community, CPD or engagement expertise with a strong professional network.
- Passionate about communicating stories with fellow peers/members.

Desirable:

- Activities and interests beyond their essential/core role – demonstrable investment in clinical practice in their region.

Alongside the fulfilment of RCPCH membership, we welcome applications from candidates who are part of special interest groups who represent the breadth of specialties within the paediatric sector and child health sector.

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 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 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.

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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.

We encourage those working less than 40 hours per week to apply and would expect them to contribute on a pro rata basis. 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. 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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