

## Description of role

The five England Area Officers play a valuable role in RCPCH Council\*. They seek and represent the views of RCPCH members in their area, and in turn report back RCPCH activities and Council discussions to their members. This responsibility includes seeking the views of all members including SAS doctors, trainees and senior members.

The five areas are as follows:

- London
- East: East and Yorkshire and Humberside
- South: Kent, Surrey & Sussex, Thames Valley, South West and Wessex
- West: West and East Midlands
- North: North West, North East and Mersey

*\*RCPCH Council is the representative body of RCPCH's membership. Chaired by the President, it includes representation from the English regions, the devolved nations, international members and demographic sections of RCPCH members (trainees, SAS doctors, specialty groups, and senior members) as well as senior officers.*

## Role details

- Reports to: RCPCH Registrar
- Term of Office: 3 years (with option of reappointment for a further 2 years)

## Eligibility

Applicants must be:

- Ordinary Members
- Associate Member

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

- Fellow

and whose primary mailing address is in the relevant region of England.

## **Role purpose and responsibility**

The responsibilities of the post holder are:

- To be the local contact for RCPCH members in the region, proactively and regularly liaising with them to seek and collate feedback supported by RCPCH
- To attend RCPCH meetings virtually per year:
  - 4 x Council meetings
  - 4 x Membership Committee meetings
  - 4 x Area Officer team meetings
  - 1 x regional members' meeting/clinic
- To actively participate in developing RCPCH strategy and the delivery of work plans (underpinned by the charitable objectives of the RCPCH), setting and positively promoting the vision, mission and values of the RCPCH, and advocating for the health and well-being of infants, children, and young people.
- The core agenda for England Area meetings will be generated from RCPCH Council, but the Officer will lead on the identification of additional items generated by the membership in the area.
- To be aware of and support the RCPCH &Us programme of work in their region.
- To collaborate with other members in college positions in their region, e.g. Ambassadors, SAS and Trainee representatives.
- To contribute to local and national influencing and policy initiatives.
- To liaise with (and offer support to if needed) local paediatric clubs and associations.
- To attend regional paediatric setting visits where possible.
- The role holder may be asked to represent the Council at other internal or external meetings of the College. Meetings will normally be held in London at the Head Office (although remote attendance is offered at all RCPCH meetings).

## **Working relationships**

The post holder will work with:

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- Membership Engagement Manager
- Head of Membership Experience
- Associate Director of Membership and Engagement
- College Registrar
- College President (as Chair of RCPCH Council)
- other RCPCH Council members
- College Senior Leadership Team

### **Time commitment**

The role holder will be required to devote **8 hours per month** to meet the demands of the role, which includes attending 13 virtual meetings per year. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held remotely. Please note that this role may be subject to some change as we develop our local engagement and an engagement strategy to better support our members.

### **Support provided from the College**

The first point of contact will be via the Membership Engagement Manager.

The college will provide the following support to the post holder:

- Comprehensive training process, with all necessary documentation provided and full support throughout from the Membership Engagement Manager.
- The College will also provide clear guidance and resources to help you effectively communicate with regional members.
- Sending of regional eBulletins to members (based on content provided by the Regional Officer).
- Annual Regional Members' Meeting event organisation support

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](#) (in membership categories Associate, Fellow or Ordinary Member)

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- Has attended RCPCH [Equality, Diversity and Inclusion](#) training within the last 3 years.
- Active in Clinical Practice
- Committed to promoting and contributing to the delivery of RCPCH strategic goals
- Effective communicator and collaborator
- Able to devote sufficient time to the role to meet the demands of the role.
- (Once induction completed) Working knowledge and understanding of the RCPCH by laws, structure and functions.

#### **Desirable:**

- Commitment to the RCPCH and willingness to take an interest in all areas of RCPCH activity
- Strategic vision
- Independent judgement
- Well organised
- Knowledgeable about the NHS

#### **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 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.

Applicants must a Fellow, Ordinary or Associate Member whose primary postal address registered with the College is in the region. The post is subject to election by ballot of all Ordinary Members, Fellows, Senior Members, Senior Fellows and Honorary Fellows of the College in the relevant region eligible to receive the voting information. Applicants must be nominated by two Ordinary Members or Fellows whose primary postal address registered with the RCPCH is in the region. Election

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If more than one application is received, a vote by ballot will be held after the close of applications. Those eligible to receive voting papers will be Fellows, Senior Fellows, Senior In accordance with College policy, all candidates should be in Good Standing with the RCPCH. Members, Ordinary Members and Honorary Fellows whose primary postal address registered with the RCPCH is in the relevant English region of the role (East, West, North, South or London) and who pay the College membership fee at the same rate payable by the member of the College in the same membership category with such a registered address in the region. The 250-word written statement provided within your application form will be shared with members of the Royal College of Paediatrics and Child Health in the instance that there is more than one applicant for the position and a vote has to be taken and used to communicate your proposals to the voters. Personal Information provided within your application form will not be shared with any other third parties. The Governance Team will contact you once the application process is closed with further details.

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 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 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 Committee on any

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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 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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Patron HRH The Princess Royal.