

## **Description of role:**

The five England Area Officers represent the views of members in their area at Council and report back RCPCH activities and Council discussions to their members. The five areas are as follows:

**London: North and South London**

**East:** East and Yorkshire and Humberside

**South:** Kent, Surrey & Sussex, Thames Valley, South Western 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**

Accountable to: RCPCH Registrar

Term of Office 3 years with option of reappointment for a further 2 years

Elected by: Membership within the relevant English area

### **Eligibility**

Applicants must be

- Associate Member
- Fellow
- Ordinary Members

and whose primary mailing address is in the region.

Applicants must be nominated by two RCPCH Fellows, Ordinary Members, Senior Members or Honorary Fellows resident in the region whose primary mailing address is in region.

### **Role purpose and responsibility**

The responsibilities of the post holder are:

- To seek and represent the views of members in their English Area at Council and in other meetings, and to report back to members about Council discussions and RCPCH activities. This responsibility includes seeking the views of all members including SAS doctors, trainees and senior members.
- To attend RCPCH Council (or arrange for a deputy to attend)
- To actively participate in developing RCPCH strategy and the delivery of work plans (underpinned by the charitable objectives of the RCPCH), setting and positively

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promoting the vision, mission and values of the RCPCH, and advocating for the health and well-being of infants, children, and young people.

- To attend bi-monthly (usually alternate months) meetings with the Registrar.
- 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 lead on involvement of the [RCPCH & Us](#) programme in work in their region.
- Take part in annual appraisal
- To be aware of and to work with other members in college positions in their region, e.g. Ambassadors, SAS and Trainee representatives
- To work with (and offer support if needed) to local paediatric clubs and associations as outlined in the Membership strategy.

## **Working relationships**

The post holder will work with the Registrar, who chairs alternate monthly meetings and who will undertake annual appraisals, the President as Chair of RCPCH Council, other Council members, and the Senior Leadership Team.

## **Time commitment**

England Area Officers must be able to commit up to 8 hours (i.e. 2 PAs) per month (equivalent of 2 hours/0.5 PAs per week) to RCPCH activity.

English Area Officers are invited attend:

- 4 Council meetings per year (3 half day and 1 full day meeting)
- 6 alternate monthly one-hour meetings with other England AOs and the Registrar

You 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).

## **Support provided from the College**

The first point of contact will be via the Membership Development Manager in the Membership, Policy and External Affairs Division.

The first point of contact for various elements of the role are as follows:

- Support with role functioning: Registrar and relevant Vice President
- Press office: [press.office@rcpch.ac.uk](mailto:press.office@rcpch.ac.uk)
- Council: [committees@rcpch.ac.uk](mailto:committees@rcpch.ac.uk)
- Media and Public Affairs: or [media-and-public-affairs@rcpch.ac.uk](mailto:media-and-public-affairs@rcpch.ac.uk)
- Research and Policy information: [research@rcpch.ac.uk](mailto:research@rcpch.ac.uk)
- Education and Training Support: [training.services@rcpch.ac.uk](mailto:training.services@rcpch.ac.uk) or
- General queries: [membership@rcpch.ac.uk](mailto:membership@rcpch.ac.uk)
- Other issues: please contact the Membership Development Manager

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 most meetings.

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# Knowledge, skills and experience required

## Essential:

- [Member of the College in Good Standing with RCPCH](#) (in membership categories Fellow or Ordinary Member)
- Has completed online [RCPCH Equality, Diversity and Inclusion training](#) within the last 3 years.
- Active in Clinical Practice
- Committing to promoting and contributing to the delivery of RCPCH strategic goals
- Effective Communicator
- Able to devote sufficient time to the role to meet the demands of the role.
- Working knowledge and understanding of the RCPCH bye laws, structure and functions – induction will be provided.
- As a member of Council it is a requirement to have an email address available on the RCPCH website so members can contact you (as per role purpose and responsibilities above).

## 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 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.

## Eligibility

Applicants must be a Fellow, or Ordinary 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

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

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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).

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**  
**2024**

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