
Description of committee:

Governed by the RCPCH Education & Learning Board (ELB) with oversight from the Education & Training Executive (ETE), the Education & Professional Development (EPD) team has a key role in the RCPCH Education & Training Directorate in developing and delivering the College education and professional development portfolio to support and benefit paediatricians and child health professionals, both in the UK and internationally.

You will work with the ELB and support the Digital Learning Manager to deliver CPD services, including but not limited to CPD Approval and RCPCH Endorsement services and the RCPCH CPD Diary. This will include regular attendance at intercollegiate meetings about CPD activity, leadership of a new 3-year RCPCH CPD strategy, membership of the ELB, and wider promotion of RCPCH accreditation services to the multi-professional child health community.

Role details

- The Clinical Lead will report to the Officer for Education who will provide support in this role and annual appraisal.
- The Term of Office will be three years with the option of reappointment for a further two years.

Eligibility

Applicants must be a Fellow or Ordinary member and whose primary mailing address is in the UK/Ireland.

Role purpose and responsibility

The post holder will be responsible for leading on CPD projects and supporting the College's EPD support services by:

- Working with the Digital Learning team to review the current CPD platform and establish a new 3-year strategy for CPD service development.
- Attending RCPCH ELB meetings (3 virtual & 1 in person meetings per year).
- Remaining informed on all matters relating to CPD, EPD and the wider NHS and workforce agenda throughout the UK and internationally.
- Providing expert advice to the RCPCH and its members on matters relating to CPD and EPD in paediatrics.

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

Page 1 of 4

- Engaging with members in a proactive and meaningful way to develop ways of improving EPD support.
- Being a voice for RCPCH members advocating for EPD and the importance of CPD as part of lifelong careers in paediatrics whilst recognising the challenges currently faced by the child health workforce, both in the UK and internationally.
- Ensuring that the voice of children and young people is embedded in activity.

In this role, the Clinical Lead may be invited to attend other College Boards/Groups as well as meetings relevant to CPD held in conjunction with NHSE and the Academy of Medical Royal Colleges alongside / on behalf of the College Officer for Education and Vice President for EPD.

Working relationships

The post holder will work with the Officer for Education, Vice President for EPD, Head of EPD and Digital Learning Manager.

Time commitment

1 PA/week (on average) including attendance of the ELB meeting four times a year; this meeting is half-day. You may be asked to represent CPD/EPD activity at other internal or external meetings of the College.

Support provided from the College

The first point of contact will be via the RCPCH Digital Learning Manager (anthony.ferrante-sharp@rcpch.ac.uk). 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](#)
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.
- Active in Clinical Practice and/or Clinical Leadership.
- Evidence of a significant interest in CPD within paediatrics.
- Knowledge / experience of supporting EPD within paediatrics careers.
- Understanding of the future needs of the child health workforce and the necessary developments/changes within paediatrics to meet the demands of communities across the UK and internationally.
- Effective Communicator with excellent inter-personal skills.
- Experience of stakeholder management.
- IT literate and familiar with virtual meetings.
- Experience in activity requiring independent judgement and strategic vision.
- Well organised.

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Page 2 of 4

Desirable:

- Working knowledge and understanding of RCPCH structure and function.

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.

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

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Page 3 of 4

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
2026

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Page 4 of 4

Royal College of Paediatrics and Child Health.
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Patron HRH The Princess Royal