

The Royal College of Paediatrics and Child Health (RCPCH) is seeking an inspiring, forward-thinking leader to take on the prestigious role of Officer for Education. This is an exceptional opportunity for a committed clinician-educator to shape the direction of paediatric education in the UK and across the world.

This voluntary role offers a unique platform to contribute to the profession, influence policy and practice, and collaborate with passionate peers dedicated to improving outcomes for children and young people.

As Officer for Education, you will drive innovation, champion high-quality educational standards and support the development of lifelong learning for paediatricians at every career stage through your chairing of the Education and Learning Board. Your leadership will directly influence the education strategy, digital learning transformation, CPD programmes, and international engagement activity of the College.

The Officer for Education reports to the Vice President for Education & Workforce and works closely with the Head of Education and Professional Development team and colleagues across the College. The Education and Learning Board (ELB) is part of the Education and Training Division and reports to the Education and Training Executive.

Role details

- The post holder is accountable to the Vice President for Education & Workforce
- Term of Office is for three years, with the option of reappointment for a further two years.

Eligibility

Applicants must be [Fellows of the College in Good Standing with RCPCH](#) who are resident in the UK.

Role purpose and responsibility

As the **Chair of the Education & Learning Board**, you will:

- Provide strategic leadership for the College's education and professional development portfolio. Further website reading: [RCPCH Learning](#)

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- Oversee development and delivery of courses, eLearning and CPD initiatives
- Guide the transformation and modernisation of RCPCH's digital learning offer
- Support educational needs of international members
- Ensure programmes remain high quality, evidence based and fit for purpose
- Represent and deputise for the Vice President for Education & Workforce at meetings and events
- Work closely with RCPCH staff, volunteers and members to ensure the education agenda reflects the needs of the paediatric community
- Reporting Officers to the Vice President for Education & Workforce
- Term of Office: Normally three years, with the option of reappointment for a further two years.

Working relationships

The post holder will work with other Committee members, such as Key internal and external stakeholders, EPD team and international leads

Time commitment

Committee members will be required to attend four meetings per year and devote sufficient time to the role to meet the demands of the role. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held in London.

Support provided from the College

The first point of contact will be via the *Head of Education and Professional Development*

Members will be reimbursed for the cost of travelling and subsistence expenses (in line with the College's expenses policy) to support attendance of college meetings. Remote attendance options may also be offered for some meetings.

Knowledge, skills and experience required

Essential:

- [Fellow of the College in Good Standing with RCPCH](#)
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.
- Active in Clinical Practice

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- Experience in developing and delivering educational programmes
- Experience in medical education and training
- Experience in digital learning
- Experience in a leadership or management role
- Excellent communicator who can provide timely responses
- Well-organised
- Experienced in conflict management and resolution
- IT literate, including for contributing to the editing of shared documents and confident use of remote meeting platforms

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

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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. Following the interview, a recommendation will be made to the Committee on any 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
2026

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Royal College of Paediatrics and Child Health.
Incorporated by Royal Charter and registered as a Charity in
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Patron HRH The Princess Royal.