
The Vice President for Education & Workforce is a crucial role within the College's senior elected team. It works with fellow senior officers, clinical officers and staff to deliver the College's strategy around educational resources, national conferences, medical recruitment approaches, lifelong careers and workforce advocacy.

Role details

- The post-holder is accountable to the President.
- Term of Office is for 3 years in the first instance with option of reappointment for a further 2 years.

Eligibility

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

Role purpose and responsibility

The responsibilities of the post holder are:

- Leading on the College's strategy for education and workforce, working with the President and other senior officers and members of Council.
- **Educational courses and e-Learning:** Work with the Officer for Education and the Educational & Professional Development Department to develop the College's approach to educational resources to provide sources of continuing professional development for members internationally across hybrid and remote learning. Further website reading:
 - [RCPCH Learning](#)
 - [Courses | RCPCH](#)
 - [CPD scheme and guidance for paediatricians | RCPCH](#)
- **National and Global Conferences:** Work with the Events Team and Annual Conference Committee to develop the RCPCH's Annual Conference and international collaborative conferences. Further website reading:
 - [RCPCH Conference 2026 - 11-13 May, Birmingham and online](#)

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- **Workforce and Recruitment:** Work with the Officer for Workforce Planning, the Officer for Recruitment and the Medical Recruitment & Workforce Department to develop the work of the College in relation to workforce projects and advocacy, lifelong careers projects and the recruitment programmes we support/advise (national ST1-3, subspecialty, consultant, international). Further website reading:
 - [Workforce information and planning | RCPCH](#)
 - [Choose paediatrics | RCPCH](#)
 - [Lifelong careers in paediatrics | RCPCH](#)
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- The role-holder will be asked to deputise for the President at external meetings as appropriate and to undertake other duties as necessary to advance the work of the College.

Working relationships

- The role-holder will liaise with all senior officers of the College and especially with the Vice President for Training and Assessment who has responsibility for curricula, examinations and training programmes.
- **Reporting Officers:** Mentoring and managing the Clinical Officers for Education, Recruitment and Workforce Planning.
- The role-holder will work closely with senior staff from the Education & Training Division and Events Department, notably with the Executive Director of Education & Training.

Time commitment

- The successful candidate will need to devote a substantial amount of time to the role. The candidate should expect that this will be an average of a minimum of the equivalent of 1-2 days per week, with out-of-hours commitments.
- Candidates are strongly encouraged to discuss the level of time commitment required with Dr Jonathan Darling, the current incumbent (via governance@rcpch.ac.uk), and to ensure their employers are supportive, prior to putting their name forward.
- The successful candidate will sit on the following College groups:
 - Member of Council (3 meetings per year) and Executive Committee (12 meetings per year).
 - Co-Chair of the College's Education and Training Executive (4 meetings per year, of which 1 is in face-to-face).

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- Chair of the Annual Conference Committee to plan the Annual Conference (3 meetings per year).
- Ex-officio membership of the Education & Learning Board, Medical Recruitment Board, the Workforce Planning Board (4 meetings per year, of which 1 from each is face-to-face).
- Attendance may be required at other committees and working groups from time to time, both internal and external to the College, as appropriate.

Support provided from the College

- **Colleagues:** You will be part of a supportive Executive Committee made up of Senior Officers across the College, who will support and advise you. The President, as your reporting officer, will be on hand to develop and mentor you.
- **Induction:** An induction programme will be crafted for you, ensuring you are able to meet with key stakeholders across the College.
- **Within the Education & Training Division:** The post is supported by the Executive Director of Education and Training, the Associate Director of Workforce & Professional Development, as well as the Head of Medical Recruitment & Workforce and the Head of Education & Professional Development. You will also have Officers who report into you and a Divisional Executive and Board structure to support your delivery of the strategy and operational plan.
- **Within the Membership, Policy & External Affairs Division:** For your work around the Annual Conference, you will be supported by the Executive Director of Membership, Policy & External Affairs, the Associate Director of Membership & Engagement, and the Head of Events. There is an Annual Conference Committee that you will Chair that includes clinical members dedicated to the success of our conference offerings.
- **Work environment:** The RCPCH is a collaborative work environment, where colleagues come together to help and support one another in their work, and you will be expected to enter into this spirit of collaboration.
- **Subsistence:** 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 first:** The College operates its meetings primarily remotely (with normally one meeting in person per committee annually) to give role-holders better opportunity to balance this role and their NHS work.

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Knowledge, skills and experience required

- [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, i.e. neither retired nor suspended from practice
- Exemplifies the College's [core values](#)
- As this is an elected post, the College cannot impose requirements on candidates beyond the eligibility requirements described above. However, it is suggested that in order to undertake the role successfully, candidates would benefit from having the skills and experience set out below:
 - Current or recent educational role e.g. associate dean, educational supervisor, college tutor, lecturer
 - Commitment to the College and willingness to take an interest in all areas of the organisation
 - Experience in the development of educational resources
 - Experience of developing conference content and an understanding of medical conference development and delivery.
 - Experience in local and/or regional NHS workforce planning
 - Familiarity with the wider NHS ecosystem to inform work in workforce and careers
 - Excellent communicator who is able to provide timely responses
 - Well-organised
 - Advanced IT literacy, including for contributing to the editing of shared documents and confident use of remote meeting platforms
 - 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 500 words outlining the relevant experience and reasons for applying to the post.

The Committee Co-ordinator will contact you once the application process is closed with further details.

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

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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 role-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.

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.

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Eligibility & Election

Applicants must be Fellows of the College normally resident in the UK. The post is subject to election by ballot of all Ordinary Members, Fellows, Senior Members, Senior Fellows and Honorary Fellows of the College eligible to receive voting papers.

Candidates must be nominated by two Ordinary Members or Fellows whose primary postal address registered with the RCPCH is in the UK.

If more than one eligible application is received, a vote by electronic ballot will be held after the close of the application process. Those eligible to receive voting papers will be Fellows, Senior Fellows, Ordinary Members and Honorary Fellows whose primary postal address registered with the RCPCH is in the UK.

Candidates standing for election will be invited to provide a video statement within guidelines set by the College. Candidates for election will also be asked to adhere to the RCPCH's guidance on canvassing in elections (available on our [website](#)). The election will be administered independently and supervised by the Registrar.

The 500-word written statement provided within your application form will be shared with all registered Fellows, Senior Fellows, Ordinary Members and Honorary Fellows whose primary postal address registered with the RCPCH is in the UK if there is more than one applicant for the position. If a vote has to be taken it will be used to communicate your proposals to the voters. Personal Information provided within your application form will not be shared with any other third parties.

Prof Steve Turner
President
2026

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