
The Vice President for Training & Assessment 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 training, curricula, assessments and examinations globally.

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 paediatric training and assessment in the UK and internationally.
- **Assessment Review:** Deliver the outcomes of the wider Assessment Review instigated by the current Vice President and the wider team.
 - [Assessment review - information and updates | RCPCH](#)
- **Curricula and assessments:** Working with the Officer for Training & Quality to ensure Progress+, Undergraduate and ACP curricula are effective methods to train future paediatricians.
- **Examinations:** Working with the Officer for Examinations to ensure our UK and international examinations are delivered sustainably, effectively and fairly.
- **Training and Quality:** Working with the Officer for Training & Quality, the Trainee Committee and Heads of School to ensure the experience of training for trainees and trainers remains high quality and effective.

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- **Liaison within the Division and College:**
 - Working with the Officer for Recruitment on issues relating to specialty training recruitment as it relates to training standards.
 - With the Officer for Workforce Planning, promote paediatrics as a lifelong career and consider the role of training in our workforce strategy.
 - Work with the Vice-President for Research to ensure the integration of research for all trainees including academic trainees.
- **Liaison beyond the College:**
 - Advise and negotiate with a wide range of stakeholders including the General Medical Council, Deaneries, and the Departments of Health and Social Care across all four nations.
 - 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 Education and Workforce, who has responsibility for educational resources, national conferences, medical recruitment approaches, lifelong careers and workforce advocacy.
- **Reporting Officers:** Mentoring and managing the Clinical Officers for Examinations and Training & Quality, and the Chair of the Trainee Committee.
- The role-holder will work closely with senior staff from the Education & Training Division, 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 Cathryn Chadwick, 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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- Along with the Officer for Training & Quality lead key training forums, including Heads of School and CSAC Chairs (3 meetings per year each, 1 face-to-face from each).
- Ex-officio membership of the Examinations Board, Training & Quality Board, and the Trainee Committee (3-4 meetings per year, of which 1 from each is face-to-face).
- Represent the College at Academy of Medical Royal Colleges' level on training and assessment and broader issues on specialty training, including the Joint Academy Training Forum (JATF).
- Attendance may be required at other committees and working groups from time to time (including the Assessment Review Project Board), 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 Examinations & Training, as well as the Heads of Clinical Assessment, Theory & Standards, and Training & Quality. 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.
- **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.

Knowledge, skills and experience required

- [Fellow of the College in Good Standing with RCPCH](#)

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- 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 medical education methodology and/or in the development of curricula or assessment tools
 - 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 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.

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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.

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.

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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.