

## **Description of role and committee:**

The Officer for Medical Recruitment and Selection, is an important role, leading the Medical Recruitment Board and supporting the Medical Workforce and Recruitment team at the College; ensuring fair, robust and inclusive processes are maintained, quality improvement is carried out and having a clear strategy that looks to the best interests of the UK paediatric workforce.

## **Role details**

- Clinical lead for recruitment and selection across all years of specialty training
- Chair of Medical Recruitment Board (MRB)
- Accountable to Vice President, Training & Assessment
- Responsible for the Assistant Officer for Recruitment and relevant clinical leads
- Term of office: Three years, with possibility for extension for further two

## **Eligibility**

Applicants must be either an Ordinary Member, or Fellow of the College, in good standing and whose primary mailing address is in the UK/Ireland.

## **Role purpose and responsibility**

The principal responsibilities of the post holder are:

- To take forward the development of the College's strategy on recruitment and selection into paediatrics
- To act as Clinical Lead for Paediatric National recruitment into ST1 and ST3 training posts, working with the Medical & Dental Recruitment and Selection (MDRS) groups, to ensure fair and robust practices
- Ensuring paediatrics is a specialty of choice for medical students and foundation doctors and those joining the training programme from within the UK and Overseas
- Leading on recruitment into paediatric sub-specialty training and ensuring a suitable and fair process is maintained for future rounds
- Heading up the College's other medical recruitment initiatives, including the Medical Training Initiative (MTI) scheme and International Paediatric Sponsorship Scheme (IPSS) ensuring provision of a sound and valuable educational experience that is well supported by the College.
- Providing oversight in the area of consultant recruitment and supporting the College team with the management of the Advisory Appointments Committees (AACs), providing support to medical employers, sub-specialty leads and applicants as necessary.

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

The following will also be required, as and when appropriate:

- Representing the College at various events, relating to medical recruitment, careers and/or workforce development
- Provision of expertise and guidance to Heads of Schools, Training Programme Directors (TPDs) and College Specialty Advisory Committee (CSAC) members on matters of recruitment, careers and workforce development.
- Representing the College on external working groups, advisory groups etc as needed including the MDRS Medical Recruitment Delivery Group

## **Working relationships**

The post holder will work closely with the Head of Medical Workforce and Recruitment, and members of the team, to manage and further develop and deliver strategy in the area of workforce, careers and selection as it applies to paediatrics, considering best practice.

Other close working relationships will be with

- Vice president for Training and Assessment
- Vice president for Education and Professional Development
- Assistant Officer for Recruitment and Selection
- Clinical Leads for AAC and MTI/IPP
- RCPCH Trainee Recruitment Representative

The Officer will also sit on the following committee:

- Education & Training Executive (ETE) Committee

## **Time commitment**

The role holder will be required to attend up the following meetings, each year:

- Four x Medical Recruitment Board meetings – one in person, the rest remote
- Four x Education & Training Executive meetings – one in person, the rest remote
- Two x 2-day Assessment & Recruitment Content Hub Events (ARCHE) meetings – in person, held at different locations
- Attendance at the Annual RCPCH Conference

It is estimated that around 0.5 day per week professional leave will be required to carry out the duties of the role. However, it should be noted that with the seasonal nature of recruitment processes, additional time is likely to be needed in the lead up to, and during recruitment periods and events, whereas other points of the year may require much less time.

## **Support provided from the College**

The first point of contact will be via the Head of Medical Workforce and Recruitment members of the wider team and the Associate Director of Workforce and Professional Development.

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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
- Experience with UK medical recruitment and understanding of relevant assessment methodologies
- Understanding and active involvement in UK paediatric training

### **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 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,

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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).

Eligible candidates who have the required knowledge, skills and experience will may be invited to attend an online interview. Following the interview, a recommendation will be made to ETE 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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Patron HRH The Princess Royal.