

Kent, Surrey, Sussex  
Mersey  
North West  
Scotland  
Severn  
Thames Valley

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## Description of network

The Less Than Full Time (LTFT) Training Advisors Network comprises consultants from regions in the UK. These representatives advise trainees and raise less than full time training issues within their region and bring them to the attention of the College. It reports to the Training and Quality Board. Membership consists of the Chair, Regional Representatives and two Trainee Representatives.

## Role details

- LTFT Regional Representatives are accountable to the Chair of the LTFT Training Advisors Network.
- Term of office: 3 years, extendable up to 5 years.

## Eligibility

Applicants must be Honorary Fellows, Fellows or Ordinary Members of the College whose primary mailing address is in the UK/Ireland. Applicants must be Consultant Paediatricians or SAS doctors who have recognised trainer status to act as Educational Supervisors.

## Role purpose and responsibility

The responsibilities of the post holder are:

- Work closely with the Regional Lead, the Training Programme Director and the Deanery to provide support and advice for LTFT trainees in their region.
- Liaison with other regional LTFT training representatives if trainees move to a new area, including the setting up of slot-shares within regional training programmes, where there are two or more LTFT trainees in one department.
- Review and approve job plans for LTFT trainees, ascertaining comparability with full time posts if necessary.
- Share and disseminate information relating to LTFT Training with trainees and colleagues, ensuring that all LTFT trainees in the region are clear and up to

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

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date with the issues before they embark on applying for and taking up LTFT posts.

- Keep up to date with all new policies affecting LTFT Training.
- Sit on their regional school board to encourage two-way flow of information.
- Encourage LTFT trainees to meet together regularly and consider setting up a LTFT fellow in the region.
- Make themselves available to other RCPCH committees as the LTFT representative to raise issues for LTFT trainees in that forum.

### **Working relationships**

The post holder will work closely with the Regional Lead, Training Programme Director and Deanery as well as trainees in their region, and the Chair and other LTFT representatives.

### **Time commitment**

Network members will be required to attend 2 to 3 half-day meetings per year and devote sufficient time to the role to meet the demands of the job. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held by teleconference.

### **Support provided from the College**

The first point of contact with the Education and Training Division will be via the Quality and Training Projects Team who will forward queries as appropriate.

The College will provide appropriate support and ensure all papers are prepared to ensure ease of understanding.

Members will be reimbursed for the cost of travelling expenses and subsistence to attend meetings. Claims must be submitted using the appropriate form and within 6 months of the expense being incurred.

### **Knowledge, skills and experience required**

#### **Essential:**

- [Member of the College in Good Standing with RCPCH](#) (in membership categories Honorary Fellows, Fellows or Ordinary Members)
- Has attended Equality, Diversity and Inclusion training within the last 3 years.
- An understanding of the needs and situations of LTFT trainees and ability to represent their views at different levels.

#### **Desirable:**

- Experience around LTFT training in the past.
- Awareness of RCPCH structure and function.

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## 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](mailto: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 Network 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

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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**  
**2025**

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