
Description of role and committee:

The Workforce & Recruitment Board SAS Representative is a new and important role, for the Workforce & Recruitment Board, ensuring that there is a voice for SAS doctors at the heart of College discussion around workforce and recruitment issues. The Board itself works to ensure fair, robust and inclusive selection processes are maintained, quality improvement is embedded and that there is a clear strategy that looks to the best interests of the UK paediatric workforce.

Role details

- Representative for SAS doctors and the SAS community
- Accountable to Officer for Workforce
- Term of office: Three years, with possibility for extension for further two

Eligibility

Applicants must be working on a SAS contract and be either an Ordinary, an Associate Member or a 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 be the voice of the SAS doctor community and consider the impact and wellbeing of SAS doctors within our wider workforce strategy
- To contribute to the development of the College's strategy on recruitment and selection into paediatrics
- 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
- Input into the Colleges other medical recruitment initiatives, including the Medical Training Initiative (MTI) scheme and International Paediatric Sponsorship Scheme (IPSS), appropriate
- Providing oversight in the area of local recruitment and supporting the College team with exploring methods whereby the recruitment team can provide support to medical employers, clinical leads and job applicants as necessary

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

- Representing the College at external events, relating to workforce development, as appropriate

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

- Representing the College at internal committees, working groups, advisory groups etc as needed, including the RCPCH SAS Committee

Working relationships

The post holder will work closely with the Officer for Workforce, Head of Medical Workforce and Recruitment, Workforce Manager and other members of the team, to manage ongoing projects 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 Education and Professional Development
- Officer for Recruitment & Selection
- Assistant Officer for Recruitment and Selection
- Clinical Lead for Workforce Transformation

The Officer will also sit on the following committee:

- RCPCH SAS Committee

Time commitment

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

- Four x WRB meetings – one in person, the rest remote
- Three x SAS meetings – one preferred in person, remaining remote
- Attendance at the Annual RCPCH Conference

It is estimated that around 0.25 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 & selection processes, additional time may be required at certain times.

Support provided from the College

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

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:

- (Associate) [Member of the College in Good Standing with RCPCH](#)
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years

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- Understanding of the various workforce pressures and challenges, facing paediatrics in the UK

Desirable:

- Some understanding and/or experience of relevant assessment methodologies that might apply to UK medical recruitment and selection processes
- 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 written responses to three questions that cover the relevant experience and reasons needed to apply for 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.

Eligible candidates who have the required knowledge, skills and experience will be invited to attend an online interview. Following the interview, a recommendation will be made to WRB

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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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