Call for applications

Community Child Health CSAC

Assessment Advisor

To serve 2026-2027

Description of committee

The RCPCH has a College Specialist Advisory Committee (CSAC) in Community Child Health which is responsible to the College for monitoring training within the sub-specialty and advising the College on related issues. This CSAC has two Co-Chairs, two Training Advisors, an Assessment Advisor, a Quality Advisor and a Trainee Representative, who form the voting members of the CSAC.

The Community Child Health CSAC's purpose is to assist the RCPCH Education and Training Division in developing and delivering training and assessment standards as determined by the GMC.

Community Child Health CSAC reports to the Training and Quality Board (TQB).

Role details

- Assessment Advisor for the Community Child Health CSAC
- Representatives are accountable to the Chair of the CSAC and the Vice President (Training & Quality)
- Term of office: Fixed term of 1 year years and an opportunity to extend should the need arise after approval from CSAC chair.

Eligibility

Applicants must be

- Honorary Fellow
- Senior Member or Fellow
- Ordinary Members
- *Community Child Health Consultants or SAS doctors with equivalent experience in Community Child Health who also have trainer status*.

And whose primary mailing address is in the UK.

Role purpose and responsibility

The post holder will be required to (The Chairs may also delegate responsibility for some tasks to the Assessment Advisor as necessary and appropriate):

- Work with key stakeholders to improve and monitor standards of training and assessment for CCH.

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

Royal College of Paediatrics and Child Health.
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- Adhere to the RCPCH curriculum principles around length, context and course programme.
- Act as CSAC lead to co-ordinate, write and quality assure scenarios for the START assessment and submit to the College.
- Contribute to the development/updating of the specialty level competency frameworks and Special Interest (SPIN) Modules in CCH.
- Oversee trainee assessment within the subspecialty
- Assist, when required by providing specialist knowledge for question generation activities for MRCPCH examination papers
- Contribute to the shortlisting and interview process for subspecialty trainees with support from the CSAC leads.
- Support and contribute to the delivery of an annual CCH Leads Workshop.
- Attend meetings and devote sufficient time to the role to meet the demands of the job.
- Represent CSAC at other internal or external meetings of the College or at events held by the College e.g. Policy Conference, Careers Fairs etc as requested by the Chair
- Attend centrally organised induction/training organised by the RCPCH as required

Working relationships

The post holder will work with other members of the CSAC, predominantly the Co-Chairs, Training Advisors, Quality Advisor, Trainee Representative, Officers for Training and Assessment and Education and Training Division staff as required. This list is not exhaustive.

Time commitment

Committee members will be required to attend up to 3 CSAC meetings and 2 CSAC Assemblies per year and devote sufficient time to the role to meet the demands of the role. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held via MS Teams with 1 meeting per year held in person in London.

Support provided from the College

The first point of contact will be via the Quality and Training Projects Coordinator who will forward queries as appropriate.

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

The post holder will be a Consultant in Consultant in Community Child Health or SAS doctors with a commitment to modernising training in line with College Strategy. You will have wide experience in Community Child Health and a demonstrated expertise and experience in training.

Essential:

- Member of the College in Good Standing with RCPCH (in membership categories as listed above)
- Has attended Equality, Diversity, and Inclusion training within the last 3 years.
- Works in a substantive consultant post in CCH in a centre approved for CCH subspecialty training and been a consultant for at least 3 years.
- Able to demonstrate experience as a clinical and educational supervisor.
- Have detailed, up-to-date knowledge of the requirements of postgraduate paediatric training, the regulations involved and the examinations, assessments, and appraisals that trainees are required to undertake.
- Excellent communication skills and ability to work well in a team.
- Demonstrates an active involvement in education and training issues and have an appropriate and current working knowledge of educational requirements.
- Well-organised, and confident in the use of technology, including usage of shared documents, SharePoint, and remote meeting platforms (MS teams).

Desirable:

- Professional development in education e.g. Postgraduate Certificate in Education or equivalent
- Contribution to developments in organisation/delivery of education
- Knowledge of committee work
- Awareness 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 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 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.

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 Community Child Health CSAC 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