Chair - Faculty of Surgical Trainers

**CALL FOR APPLICATIONS FOR THE ROLE OF CHAIR OF THE FACULTY OF SURGICAL TRAINERS (FST), THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSED)**

**Deadline for Applications:** Monday 28th April at 12pm midday.

**Interviews:** Week commencing 19th May.

The Faculty of Surgical Trainers of the Royal College of Surgeons of Edinburgh invites applications for the role of Chair. Applicants must be a Member or Fellow of the Faculty in good standing and, if based in the UK, a GMC-recognised trainer.

The Faculties operate as an integral part of the College, supporting the professional needs of healthcare groups outside the College’s core focus on Surgery and Dental Surgery. While Faculties have distinct identities, governance structures, and strategic priorities, they remain within the College’s overall governance framework. Faculties play a vital role in upholding standards, delivering educational offerings, and engaging with members and external stakeholders while remaining integrated within the College’s governance structure.

The College provides oversight, governance support, and strategic alignment, ensuring that Faculty activities contribute to its broader mission of professional development, education, and patient safety. The Faculty Chair will lead the Faculty executive committee collaboratively, working closely with the Vice President responsible for Faculties and College staff to ensure strategic cohesion and operational effectiveness.

## Summary of the Role

The Chair of the Faculty of Surgical Trainers plays a critical and high-profile role within the Faculty. This voluntary position, with expenses reimbursed, includes support for travel and accommodation as needed.

The Chair will lead the Faculty Executive Committee, delegating to individuals or subgroups as appropriate, providing strategic direction and oversight. They will work closely with College staff, who support the Faculty’s strategic, operational and administrative functions. The Chair will focus on maintaining a strategic overview, fostering relationships with external stakeholders to develop areas of mutual interest, and upholding the Faculty’s strategic aims and standards for surgical trainers.

Supported and guided by the Faculties team the Chair is responsible for:

**Strategic Leadership and Governance**

* Chair Faculty Executive Committee meetings and contribute to, chair and attend internal committees, working groups and ad-hoc meetings as required.
* Provide high-level oversight and strategic direction, ensuring the Faculty’s mission aligns with the College’s overarching goals.
* Lead the development of the Faculty’s strategic plan, working with College staff to integrate it into the College’s annual business planning cycle.
* Ensure adherence to good governance practices, College policies, and governing instruments.

**Collaboration and Volunteer Leadership**

* Support succession planning by mentoring future Faculty leaders and engaging with the College’s volunteer strategy to ensure clear roles and support mechanisms.
* Oversee the induction of volunteers, ensuring they understand their responsibilities within the Faculty.

**Membership and Stakeholder Engagement**

* Advocate for Faculty members’ interests, acting as an ambassador within the College and external forums.
* Work with College staff to enhance membership engagement through tailored communications and events, informed by member feedback.
* Build and maintain relationships with key stakeholders, including external organisations and College departments, to expand the Faculty’s reach and impact.
* Encourage networking among members to enhance learning, research, and practice within the Faculty’s specialty.

**Financial Oversight**

* Monitor the Faculty’s financial performance, ensuring compliance with College financial policies and sustainability goals.
* Review financial reports prepared by staff and support budget planning activities.

**Education and Professional Standards**

* Oversee the development and delivery of educational and professional development resources, ensuring alignment with College standards and member needs.

**Reporting and Accountability**

* Provide input and approval for quarterly reports to the College Council, ensuring Faculty performance and strategic alignment.
* Deliver an annual update at the College Council Development Sessions, highlighting Faculty activities and support needs.
* Participate in annual performance reviews with the College Vice President and Head of Faculties, providing feedback and identifying areas for development.

**Advocacy and Representation**

* Act as the primary representative of the Faculty, advocating for members within the College and in external forums.
* Promote the Faculty’s activities and achievements, contributing to the College’s reputation.

## Meeting Commitments

As a minimum, the Chair is expected to attend:

* Up to five Executive Committee and Advisory Board meetings per year
* One Council Development session per year to provide an update on Faculty activities
* Up to two Faculty Chair Group meetings per year

The Chair will contribute to, chair and attend internal committees, working groups and ad-hoc meetings as required. They will also represent the Faculty at a range of external events. They may also be required to travel for promotional events, and internationally on behalf of the Faculty.

## Commitment and Term of Office

It is estimated that to effectively discharge the core duties of Chair, a commitment of two days per month is required, though this may be more on occasion according to workload.

The Chair is appointed for an initial term of three years and is eligible for reappointment for one additional year subject to College Council approval. To ensure a smooth transition, the Faculties team will provide a robust and supportive induction period for the incoming Chair, lasting up to six months and tailored to the individual’s needs. This will include facilitating a structured handover process between the outgoing and incoming Chair, ensuring continuity and effective leadership from the outset.

## Eligibility

Applicants must be a current Member or Fellow of the Faculty of Surgical Trainers in good standing and, if based in the UK, a GMC-recognised trainer. There is no requirement to have previously served on the Executive Committee.

Applicants must not hold a similar position for another Royal College or Faculty. If an applicant does hold a similar role, then they will not be eligible to apply. Please contact the Faculties team if you would like to discuss, [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk).

The College is committed to fostering an inclusive and diverse environment and welcomes applications from individuals of all backgrounds. We encourage applications from people of all ages, genders, ethnicities, races, religions, sexual orientations, abilities, and socio-economic backgrounds. We value candidates who bring a range of lived experiences and perspectives, and who reflect the diversity of our community. Our commitment to Equity, Diversity, and Inclusion (EDI) underpins our recruitment process, ensuring fairness and equal opportunities for all. We are dedicated to creating a welcoming environment where everyone can contribute meaningfully and thrive.

In addition to the role specification, the Chair should have the following qualities and experience:

**Essential Criteria**

* Significant and long-standing professional experience in surgical training gained through clinical, professional or academic roles.
* Proven leadership experience ability to oversee strategic initiatives and drive organisational goals. This would include experience of chairing committees or working groups.
* A strong commitment to advancing standards in surgical training, aligned with the Faculties mission. You can learn more about the Faculty here: [FST About Us.](https://fst.rcsed.ac.uk/?_gl=1*1c3awes*_ga*MjA4NTMzMTUwNy4xNzAxMzU0MzIz*_ga_DC5WCS94T6*MTc0MTEwNDI2NS4yMTguMC4xNzQxMTA0MjY1LjAuMC4w)
* Alignment with the Faculty’s Goals, particularly defining, promoting and upholding the highest standards of surgical training and supporting professionals to achieve these standards.
* Demonstrate leadership by upholding the College’s values and adhering to its code of conduct ensuring professional and respectful behaviour in all interactions with members, volunteers, staff, and external stakeholders.
* Proven ability to provide objective, independent advice and tailored support, while exercising professional judgment.
* Excellent organisational and time management skills, with the capacity to review documents, policies, and reports, and to attend meetings virtually or in person. The role requires an average time commitment of two full days per month.
* Strong interpersonal and communication skills to engage effectively members, volunteers, and external stakeholders.
* A clear motivation to contribute to the development of the Faculty of Surgical Trainers.

**Desirable Criteria**

We warmly encourage applications from individuals who may feel they do not fully meet the desirable criteria. For all desirable criteria listed, a comprehensive induction and ongoing support will be provided by our experienced and friendly Faculties team, ensuring you are fully equipped to succeed in the role. If you are passionate about contributing to the Faculty’s mission and believe you bring valuable skills or perspectives, we encourage you to apply.

* Interest in the governance structures, strategic planning and the arrangements of membership organisations.
* Experience in representing an organisation in external forums or advocating for professional or clinical standards.
* Awareness of challenges and opportunities in professional education and development, particularly in surgical training.

## Application and Appointment Process

Provided below is a step-by-step guide to the application process for the role Chair of the Faculty of Surgical Trainers. Please follow the instructions below to ensure your application is submitted correctly:

1. **Complete the Application Form**

* Interested candidates should fill out the application form provided within this document.
* Please also prepare a CV relevant to surgical training of NO MORE than 6 pages in length.

1. **Submit the Application via Email**

* Send the completed application form and CV by email to [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk).
* Ensure that the email subject line includes ***Application Chair of the Faculty of Surgical Trainers.***

1. **Application Deadline**

* Submit your application by Monday 28th April at 12pm midday. Late applications will not be considered.

1. **Selection Process**

* Applications will be reviewed, and shortlisted candidates will be invited for a panel interview.
* Appointment is subject to approval by the Faculty of Surgical Trainers Executive Committee and ratification by the College Council.

1. **Interview Details**

* Interviews are anticipated to take place during the week commencing 19 May 2025 via MS Teams or an alternative video conferencing platform.
* If you require assistance or specific access arrangements, please contact Mr Calum Reid, Faculty Development Manager, at [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk).

1. **Appointment and Post-Appointment Induction**

* The successful candidate will be asked to provide two professional references.
* A comprehensive induction process will be provided to the successful candidate, tailored to develop knowledge of the Faculty’s governance, structure, and operations.

Please direct any questions or requests for further information to [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk). For a confidential discussion about the role, please contact Mr Calum Reid, Faculty Development Manager, [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk) in the first instance. For a discussion about working with the Faculty please contact the Chair of the Faculty, [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk).

Please note that this position is voluntary, however, travel, accommodation and subsistence for activities relating to the role will be reimbursed in accordance with the College Travel Policy.

# Application Form

**Information supplied in this application will be held and used by the Royal College of Surgeons of Edinburgh only for the purpose of administering this application process.**

**Please complete the form below and return to** [**fst@rcsed.ac.uk**](mailto:fst@rcsed.ac.uk) **by midday on Monday 28th April 2025.**

## SECTION A – PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname:** | |
| **First name:** | **Preferred first name:** |
| **Title:** | **GMC Number** (if applicable): |
| **Job Title:** | **Profession:** |
| **Country of Residence:** | |
| **Specialty** (if applicable): | **College Membership Reference Number:** |
| **Email:** | **Mobile No:** |

## SECTION B – PERSONAL STATEMENTS

**Applications will be assessed and shortlisted against the criteria described in the Application and Appointment Process section of this document. Please do your best to address these in your supporting statement.**

|  |
| --- |
| **Supporting Statement**  ***Please limit your answer to a maximum of 750*** **words** |
|  |

|  |
| --- |
| **What relevant activity have you undertaken to date that would enable you to be an effective Chair of the Faculty of Surgical Trainers?**  ***Please limit your answer to a maximum of 250*** **words** |
|  |
| **What would you hope to achieve during your term of office?**  ***Please limit your answer to a maximum of 250*** **words** |
|  |

## SECTION C – TIME COMMITMENT

|  |  |
| --- | --- |
| **Are you able to commit to the following:**   * **attending a minimum of five meetings per annum** * **a commitment of approximately two days upward per month. In addition to attending meetings, this includes the time required to review documents and any other tasks set by the College Council.** | **Delete as appropriate:**  Yes / No  Yes / No |

## SECTION C – DECLARATIONS

**Successful applicants will be requested to declare any relevant interests that could, or could be perceived to, conflict with the role of Chair. For example, those holding a similar position with another Royal College or Faculty will not be eligible to apply for the role.**

Please outline below any appointments (voluntary or otherwise), memberships, relationships, or i**nvolvement in external exams or education activity relevant to the interests of RCSEd or the Faculty, which** might prevent you from acting effectively in the position offered to you or in the best interests of the College and/or its faculties.

|  |  |
| --- | --- |
| **Registerable Interest** | **Description of Interest** |
|  |  |

## SUBMISSION DECLARATION

Please read the statement below and type your name to indicate your signature. We consider a form submission to be a signed form.

|  |  |  |
| --- | --- | --- |
| **To the best of my knowledge, the given information is complete and accurate.** | | *(please tick)* |
| **I confirm I am a Fellow of the Faculty of Surgical Trainers of RCSEd in good standing.** | | *(please tick)* |
| **Signature:** | **Date:** | |