Executive Committee Member

Faculty of Surgical Trainers

**CALL FOR APPLICATIONS FOR MEMBER OF THE EXECUTIVE COMMITTEE OF THE FACULTY OF SURGICAL TRAINERS, THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSED**)

**Deadline for Applications:** Monday 24 November 2025 at 12 midday.

**Interviews:** Week commencing 8 December 2025.

The Faculty of Surgical Trainers of the Royal College of Surgeons of Edinburgh invites applications for the role of Executive Committee Member. Applicants must be Associates, Members or Fellows of the Faculty in good standing.

## Role Description

The Executive Committee 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. Applications from a diversity of specialties and relevant clinical backgrounds are welcome.

The Executive Committee Members main responsibilities include:

* Advising the Chair and Faculties Team on excellence in surgical training and education including key aspects such as human factors, professional developments and innovation.
* Attending Executive Committee meetings and other relevant, groups, boards and decision-making bodies.
* Contributing to and leading key projects and educational initiatives that advance the Faculty's strategic objectives and support excellence in surgical education and training.
* Upholding and supporting good governance practice, including adhering to term limits and supporting the Faculty and College leadership pipeline.
* Developing and upholding the Faculty standards and supporting the Faculty to develop new standards and professional guidance for the wider sector.
* Supporting the scoring process for Faculty applications, ensuring a fair and thorough assessment process.
* Collaborating with College departments and senior leaders in Faculties, Examinations, Education, Membership, and Governance to support the effective operating, development and growth of the Faculty.
* Championing the Faculty by acting as an ambassador with wider stakeholders, potential members and industrial partners.
* Promoting the existence, application process and activities of the Faculty.
* Upholding the reputation of the Faculty, its standards and the RCSEd Code of Conduct.

## Meeting Commitments and Term of Office

As a minimum, the Executive Committee Member will be expected to attend up to four FST Executive Committee meetings per annum, including an annual strategy day. Meetings take place both online and in-person. Applicants are encouraged to discuss their access requirements with the team in advance of any application.

Executive Committee members will be encouraged to attend training to score Faculty applications and to assist with the scoring process. This will require an additional commitment of up to three hours per month.

The Members may also contribute to, chair or attend internal committees, working groups and ad-hoc meetings as required. They may be requested to 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.

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

Executive Committee Members are appointed for an initial term of three years and are eligible for reappointment for one additional year, with the agreement of RCSEd Council.

## Eligibility

Applicants must be a current Faculty Fellow, Member or Associate, in good standing.

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 pre-hospital care 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 Executive Committee Member should have the following qualities and experience:

**Essential Criteria**

* Professional experience in areas relevant to surgical training and education. This can include experience gained through both clinical and academic roles
* A demonstrable interest in the development of professional and/or clinical standards
* A demonstrable interest in the development of surgical non-technical skills, training, and/or clinical and academic leadership
* Alignment to the goals and aims of the Faculty, particularly setting standards for training and supporting professionals to work towards the achievement of the standards
* Experience of providing objective, independent and impartial advice to organisations or boards
* An ability to demonstrate professional and independent judgement
* The required time and capacity to dedicate to reviewing and considering documents, policies, position statements and to attend meetings as required, either virtually or in Edinburgh as outlined in the role description
* A clear and valid motivation to join and help develop the Faculty

**Desirable Criteria**

* Prior experience in a leadership or governance role
* Sustained impact in relation to surgical education or training
* External recognition of excellence in relation to surgical education or training

We warmly encourage applications from individuals who may feel they do not fully meet the desirable criteria. For all appointees, 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.

## Application and Appointment Process

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

1. **Complete the Application Form**

* Interested candidates should consider their credentials against the essential and desirable criteria and fill out the application form provided within this document according to such.

1. **Submit the Application via Email**

* Send the completed application form by email to: [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk).
* Ensure that the email subject line includes: *Application for Executive Committee Member, Faculty of Surgical Trainers*.

1. **Application Deadline**

* Submit your application by **[TIME, DATE]**. Late applications will not be considered.

1. **Selection Process**

* Applications will be reviewed by a panel, and shortlisted candidates will be invited for an interview. Applicants not shortlisted will be informed by email.
* 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 on **[DATE]** 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 note that this position is voluntary, however, travel, accommodation and subsistence for activities relating to the role will be reimbursed in accordance with the RCSEd Travel Policy.

For a confidential discussion about the role, please contact Mr Calum Reid, Faculty Development Manager, at [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, Mr James Tomlinson at [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk)

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 XXX

## SECTION A – PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname:** | |
| **First name:** | **Preferred first name:** |
| **Title:** | **GMC/GDC Number** (if applicable): |
| **Job Title:** | **Profession:** |
| **Region:** | |
| **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.**

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| **Supporting Statement**  ***Please limit your answer to a maximum of 750*** **words** |
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| **Question 2:**  **What relevant activity have you undertaken to date that would enable you to be an effective Executive Committee Member?**  ***Please limit your answer to a maximum of 250*** **words** |
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| **Question 3:**  **What would you bring to the role and what would you hope to achieve during your term of office?**  ***Please limit your answer to a maximum of 250*** **words** |
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## SECTION C – TIME COMMITMENT

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| **Are you able to commit to the following:**   * **attending a minimum of four meetings per annum.** * **a commitment of approximately 12 days per annum. In addition to attending meetings, this includes the time required for other duties.** | Yes/No  Yes/No |

## SECTION D – PROBITY AND SUBMISSION DECLARATION

**Please read the statements below and tick to indicate your agreement. Type your name to indicate your signature. We consider a form submission to be a signed form.**

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| --- | --- | --- |
| **Statements** | | **Please Tick** |
| I do not currently hold any position of authority (e.g. a Council member, office-bearer and/or trustee) with any other royal college within the UK that would conflict with the position on FST Executive. | |  |
| I confirm I am aware of no other issues which might give rise to a conflict of interest that would prevent me from acting effectively in the position offered to me or in the best interests of the RCSEd and/or its faculties. | |  |
| I declare that I am in good standing with the GMC or my local regulator and **I have not**:   * been convicted of a criminal offence including any spent convictions or have proceedings pending against me; * been subject to disciplinary proceedings, reprimand or suspensions by the GMC in the UK or any equivalent regulatory or licensing body elsewhere; * been erased from the register of the relevant registering body under performance review procedures; * had any disciplinary actions taken against me by an employer or contractor or have had any contract terminated of suspended on ground relating to my fitness to practice. | |  |
| I confirm I am not disqualified from being a charity trustee in terms of the 2005 Act [Charities and Trustee Investment (Scotland) Act 2005](https://www.legislation.gov.uk/asp/2005/10/contents). | |  |
| I confirm I am a Fellow, Member or Associate of the Faculty of Surgical Trainers RCSEd in good standing. | |  |
| Signature: | Date: | |

By submitting this declaration, you understand that RCSEd will process your personal data in accordance with the terms of the UK General Data Protection Regulation (UK GDPR). Further details may be found on our website at https://www.rcsed.ac.uk/privacy.

SECTION E – REFERENCES

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| **Please provide the names of two references in support of your application. Should you be put forward for appointment, they will be contacted so please provide an email address and contact telephone number for each reference. At least one should be a Fellow of the Faculty of Surgical Trainers of RCSEd in Good Standing with the College.** | |
| **Reference 1** |  |
| **Reference 2** |  |