Dental Editor – *Surgeons’ News*

**CALL FOR APPLICATIONS FOR THE DENTAL EDITOR OF SURGEONS’ NEWSMAGAZINE, THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH.**

**Deadline for Applications: Midday on Monday 4th of August 2025**

The Royal College of Surgeons of Edinburgh (RCSEd) invites applications for the role of Dental Editor of *Surgeons’ News* Magazine. Applicants must be Dental Fellows or Members in good standing.

*Surgeons’ News* is RCSEd’s professional interest magazine for our surgical, dental and allied healthcare membership. The magazine is a vital communication channel to inform and engage with our members, with content sourced from around the world on a range of subject matter. Published quarterly and available in a new digital format, *Surgeons’ News* features comment and opinion pieces from leading experts, reviews, and reports on up to date clinical and non-technical issues.

## Summary of the Role

We are seeking to appoint a suitable individual to the position of Dental Editor of *Surgeons’ News*. The Dental Editor will work alongside the Editor, curating content from the dental world for the magazine’s dental content.

With support from the in-house and external editorial teams, the Dental Editor will liaise closely with Dental Council , the Surgeons’ News Editor and the College’s Membership, Marketing and Communications team ensure that the magazine’s content relating to dentistry is up to date, relevant and engaging for the whole dental team.

The Dental editor is expected to contribute content for news pieces and longer articles of relevance to the dental and surgical community. Success in this role also involves the ability to connect with individuals to encourage them to produce content and the ability to liaise with Dental Council to ensure the key aspects of the Faculty’s workstreams are communicated to the College membership, with a focus on standards, advocacy, innovation, inclusivity and patient safety cross the globe.

The role responsibilities include:

* Working collaboratively with the Editor of *Surgeons’ News* on the development of the magazine, agreeing goals and expectations for the dental content.
* Working closely with the College’s Marketing and Communications team to ensure timely delivery of aims and objectives of the role.
* Advising on the theme and scope of the regular dental content features in *Surgeons’ News*, taking into account the overall theme of each edition where applicable*.*
* Liaising closely with the Dental Council.
* Reviewing submitted articles relevant to dentistry.
* Providing general expertise and advice on dental content, being mindful of the needs of the whole dental team
* Commissioning content and securing articles from the UK and international membership of the faculty and leading experts in the dental profession. Following this up where necessary in advance of the copy deadline.

## Commitment and Term of Office

As a minimum, the Dental Editor will be expected to attend 4 Editorial meetings per annum and other occasional meetings either in person or virtually and have the time to review and edit articles (estimated at 2 hours per week on average).

This position is for a period of three years. It is a voluntary position, but any necessary travel expenses will be reimbursed as per RCSEd’s volunteer travel policy.

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. 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.

## Person Specification

The Dental Editor of *Surgeons’ News* should have the following qualities and experience:

**Essential Criteria**

* Interest in and awareness of current affairs in the UK and internationally in relation to dentistry and the dental team.
* Significant professional experience in the field of dentistry with evidence of engagement and interest beyond their own specialty.
* An interest in innovation and cutting-edge technology, research, and non-clinical techniques.
* The ability to work collaboratively with professional staff and peers.
* A flexible and creative mindset, with the ability to draw inspiration from non-medical settings to find ingenious ways to present information to the College membership.
* Excellent, communication, writing and editing skills
* The ability to work to, and always meet deadlines

**Desirable**

* Leadership experience.
* Experience of sitting on boards or committees
* Previous editorial experience.

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 team, ensuring you are fully equipped to succeed in the role. If you are passionate about contributing to the College’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 Surgeons’ News Dental Editor. 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.
1. **Submit the Application via Email**
* Send the completed application form by email to: dental@rcsed.ac.uk.
* Ensure that the email subject line includes: *Application for Dental Editor - Surgeons News.*
1. **Application Deadline**
* Submit your application by Midday on Monday 4th August, 2025. Late applications will not be considered.
1. **Selection Process**
* Applications will be reviewed by a panel and invited to an interview.
1. **Appointment and Post-Appointment Induction**
* The successful candidate(s) will be asked to provide two professional references.
* A comprehensive induction process will be provided to the successful candidate(s).

Please direct any questions or requests for further information to dental@rcsed.ac.uk.

For a confidential discussion about the role, please contact Ms Terri Borthwick t.borthwick@rcsed.ac.uk in the first instance.

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** dental@rcsed.ac.uk by **Midday on Monday 4th August 2025.**

## 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 to show how you meet the essential criteria** ***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 Dental Editor of *Surgeons’ News*?*****Please limit your answer to a maximum of 750* words** |
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| **Question 3:** **What would you bring to the role and what would you hope to achieve?** ***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 4 meetings per annum**
* **a commitment of approximately two hours per week. In addition to attending meetings, this includes the time required for other duties.**
 | Yes / No  |

SECTION D – 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 Dental Fellow of RCSEd in Good Standing with the College.  |
| Reference 1.  |  |
| Reference 2.  |  |

## SECTION E – PROBITY AND 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.

|  |  |
| --- | --- |
| I declare that **I have not** in the UK or outside: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 GDC 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. | *(please tick)* |
| 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 or Member of the Faculty of Dental Surgery RCSEd in good standing.** | *(please tick)* |
| **Signature:**  | **Date:** |