

- Role Description:**
- i. Co-opted Member – Education Committee (interest in healthcare)
  - ii. Co-opted Member – Education Committee (interest in online education)
- Reports To:** Chair of Education Committee
- Term:** Three years, renewable for a further three years only
- Remuneration:** Expenses
- Location:** London/online

**Overall Aim:**

The Royal Society of Medicine (RSM) is a charity and membership organisation dedicated to advancing health through the education of healthcare professionals. Our specialist and general educational events, along with our learning resources, support the professional development of healthcare professionals all around the world. Through learning, collaboration and connection with each other, our members and collaborators are empowered to transform their practice and improve patient outcomes.

The RSM is part-way through a five-year transformational strategy, centred on four key pillars:

**Education:** delivering multidisciplinary specialist and general education as well as professional development;

**Learning Resources:** providing excellent healthcare resources (physical, e-resources and e-learning);

**Convening:** connecting those involved in and interested in healthcare; and

**Innovation:** supporting and inspiring innovators by leveraging expertise across the RSM.

We are governed by our Council which is responsible for our strategic direction, financial health, the probity of our activities and for developing our aims, objectives and goals in accordance with our Royal Charter and legal and regulatory guidelines. To support the work of Council, the RSM has established a range of Council Committees. Council Committees comprise Trustees and co-opted members.

**Purpose of the Role:**

The RSM is looking to appoint two Co-opted Members to serve on the Education Committee. One of these will have experience in healthcare and the other in online education.

**Patron:** HM King Charles III

**Address:** 1 Wimpole Street, London, W1G 0AE

**Website:** [www.rsm.ac.uk](http://www.rsm.ac.uk) **Telephone:** +44 (0)20 7290 2900

**Charity no:** 206219 **Vat reg no:** 524413671

As a Co-opted Member of the Education Committee, you will contribute your expertise, experience, and insights to support the committee's work in shaping, overseeing, and improving educational provision. Co-opted Members are appointed for their specific skills, knowledge, or stakeholder perspective.

**Key Responsibilities:**

- Provide independent and informed advice on educational matters.
- Support the committee in developing strategies and policies related to education.
- Contribute to monitoring and evaluating the effectiveness of educational provision.
- Review and discuss reports, data, and proposals presented to the Education Committee.
- Comply with the RSM Code of Conduct.
- Attend regular committee meetings and contribute actively.

**Person Specification - Healthcare**

- Relevant background or expertise in healthcare delivery and health education landscape.
- Understanding of the evolving landscape of healthcare education and workforce development.
- Awareness of opportunities for strengthening our learning and development offer.
- Strong communication and analytical skills.
- Commitment to equity, inclusion, and improving outcomes.
- Ability to work collaboratively with committee members and stakeholders.

**Person Specification – Online Education**

- Relevant background or expertise in development of digital and online healthcare education.
- Understanding of the evolving landscape of digitally delivered healthcare education and workforce development.
- Awareness of opportunities for strengthening our digital learning and development offer.
- Strong communication and analytical skills.
- Commitment to equity, inclusion, and improving outcomes.
- Ability to work collaboratively with committee members and stakeholders.

**Time Commitment:**

- Attendance at quarterly meetings (typically lasting two hours).
- Additional reading or involvement in working groups/sub-committees as needed.

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**How to Apply:**

Please send a CV and covering letter explaining which role you are interested in and why and how you meet the relevant criteria. It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria.

Please send to Professor Julia Manning at [dean@rsm.ac.uk](mailto:dean@rsm.ac.uk) by midday on Monday 9 June 2025. Shortlisted candidates will be notified in the week commencing Monday 9 June 2025 and online panel interviews will be held on the morning of Thursday 26 June 2025. If you would like further information about the RSM and the roles, please contact Professor Julia Manning at [dean@rsm.ac.uk](mailto:dean@rsm.ac.uk).

The RSM is committed to equal opportunities. Equal opportunities are provided to all applicants for roles without regard to race, religion, colour, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability or any other protected category.

The Society is committed to the safeguarding and fair processing of information received from candidates applying for opportunities within it and fully complies with the spirit and regulations of the GDPR. For a full statement about the type of data that the Society keeps about job applicants and the purposes for which it is kept, please visit our website by clicking on the following link:

<https://www.rsm.ac.uk/fair-processing-notice-for-job-applicants/>

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