

**ROYAL SOCIETY OF MEDICINE**

**Role Description:** Co-opted Member – Education Committee (Healthcare 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 whose mission is to share learning and support innovation across all areas of healthcare. We are a leading provider of continual learning for healthcare professionals and a membership organisation.   There are four key pillars of our work.  These are:

**Education:** delivering technical, non-technical and multidisciplinary education;

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

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

**Innovation:** supporting 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 a Co-opted Member with experience in healthcare education to serve on the Education Committee.

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 Education**

* 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.

**Time Commitment:**

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

**How to Apply:**

Please send a CV and covering letter explaining why and how you meet the 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 by midday on Friday 5 September 2025. Shortlisted candidates will be notified in the week commencing Monday 15 September 2025 and panel interviews will be held in the last two weeks of September. If you would like further information about the RSM and the role, please contact Professor Julia Manning at 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/>