

Role description

RCP deputy registrar

Department	Membership Support and Global Engagement
Reports to and appraised by	Registrar
Tenure	Up to 4 years (3-year initial term that can be extended by an additional year on mutual agreement of the postholder and the RCP)
Location	UK based, with office locations available in London and/or Liverpool. There will be a mix of onsite and remote working, plus some UK travel.
Hours	Equivalent of 2 days per week using external duty job-planned time. Clinician Release Supplement available (see below). Job-share applications are welcomed, but these must be agreed between the applicants in advance.

About the RCP

The Royal College of Physicians (RCP) is a professional membership body with 40,000 members in the UK and around the world working to improve patient care and reduce illness. Our activities focus on educating, improving and influencing for better health and care.

We champion an inclusive culture and welcome applications from all sections of society. We value taking care, learning and being collaborative. These values underpin everything we do.

Join us to help achieve our vision of a world in which everyone has the best possible health and healthcare.

The purpose and scope of the role

The RCP is continually looking to further improve how we support and engage with our members. We bring physicians together to collaborate, and the networks through which we do this are an essential part of a successful future and the pursuit of our mission and vision.

As deputy registrar, you will have operational oversight of the fellowship process and will support the registrar in ongoing strategic development in this key area of work, including reporting to Council. This will focus on strengthening the number and diversity of UK and international fellows through engagement with regional and international networks.

With a collaborative approach, you'll work closely with our membership engagement team and our regional advisers and regional managers, supporting elected and appointed regional representatives of the RCP to link together effectively across the country. You will also play an important role in the development and implementation of our membership engagement strategy, bringing innovation and enthusiasm.

You will work closely with the registrar and represent the RCP at committees, governance/constitutional meetings and other key events. You will attend RCP Council, ensuring that you keep informed of key issues and challenges for the college.

You will provide leadership to workstreams promoting the development of physicians at all career stages with increasing focus on supporting physician development outside of a traditional training path.

You will need to be able to manage competing priorities and respond positively to changing demands. The role will offer significant opportunities for personal and professional development and be partly based in the RCP's offices in London or Liverpool. Some travel across the country to build networks and relationships with members and stakeholders will be necessary.

How we'll measure your success

- > Increased membership uptake, including broadening the diversity of the membership and fellowship to continually reflect the physician workforce in the UK.
- > Delivered a fellowship election process review, including implementing changes
- > An ongoing well-run fellowship election process with ongoing improvements and refinements.
- > Strong networks built across the RCP's regions and between the different career stage membership groups (ie resident doctors, new consultants and SAS doctors etc)
- > Maintaining and developing links with specialty groups.
- > Lead by example by embodying our organisational values through the successful implementation of our [values framework](#).

Your experience includes...

Essential

All officers of the RCP are encouraged to be practising medical doctors and actively connected with, and credible to, the clinical community. You must:

- > Be within clinical practice at the time of appointment, including the supervision of resident doctors and /or with a medical education interest.
- > Hold a licence to practise.
- > Be a fellow of the RCP in good standing with the RCP, your employer and the GMC (We would welcome applications from new consultants and SAS doctors).
- > Have a commitment to the vision, mission and values of the RCP and our Code of Conduct.
- > Demonstrable ability to provide leadership and create consensus.
- > Willingness to work collaboratively across specialties and institutions.
- > Ability to delegate effectively, ensuring appropriate skills and experience are deployed from a team to deliver strategic objectives.

- > Willingness to build networks and relationships.
- > Ability to chair meetings.
- > Willingness to work in a multidisciplinary environment with clinical and non-clinical colleagues.

Desirable

- > Experience as a college tutor or associate college tutor.
- > Experience on an RCP committee or other role (for example as an examiner, MRCP committees, training programme director, trust and regional education and training roles)

Closest managerial relationships

- Reports to, and is appraised by, the registrar

Board and committee membership

- > Council (attendee – non-voting)
- > Fellowship Council
- > Medical Specialties Board
- > Regional advisers
- > Resident Doctor Committee
- > New Consultants Committee (co-opted)
- > SAS Network
- > Student and Foundation Doctor Network
- > Global Executive
- > Global Committee
- > Fellowship Panels
- > Membership Engagement Operational Group
- > Influencing Board

For RCP boards and governance, please see the governance section of the [RCP website](#).

Tenure of post

Up to 4 years (3-year initial term that can be extended by an additional year on mutual agreement of the post holder and the RCP).

Time commitment and financial aspects

The role is not remunerated, and it is crucial that the postholder has the support of their employer to enable sufficient time to carry out the role. It is their duty before taking up office to obtain agreement from their employing authority that they will be given adequate time to perform RCP duties that are recognised by the Department of Health and Social Care as being in the wider interests of the NHS.

It is anticipated that duties will be performed through the postholder's job plan.

The RCP appreciates the cost pressures on NHS employers and is able to offer a clinician release supplement to the employer towards the cost of backfilling roles of up to £12,000 per annum. This offer is subject to satisfactory annual appraisal and to the approval of a job plan that provides adequate time to allow for performing RCP duties.

Appointees are eligible to claim reimbursement of reasonable expenses incurred in carrying out their roles, in line with the RCP's expenses policy.

MSGE directorate

The RCP is comprised of five directorates. The role will sit within the Membership Support and Global Engagement directorate, which includes the following units: Membership Engagement; Membership Administration; UK Regional Offices; Faculty of Physician Associates (until independence/separation from RCP); Global Office; Professional Governance; Committees and Consultations; Invited Reviews; Medical Workforce Unit; Advisory Appointment Committees. The department is headed by an executive director and overseen by the registrar.

Application and deadline

Application is via a short CV and cover letter addressed to the registrar. The cover letter should clearly set out how you fulfil the person specification and how you would approach the role, including identifying time in your job plan.

Please return applications to recruitment@rcp.ac.uk by 23:59 on Sunday 26 January 2025. The provisional date for in-person interviews in London is Wednesday 5 February 2025. In addition, a staff panel interview will take place on Monday 3 or Tuesday 4 February 2025 via Microsoft Teams. The successful candidate should be in post from April 2025 with informal handover starting immediately post interview.

Interested candidates are welcome to have an informal conversation with the registrar and/or the executive director for MSGE. Appointments can be made through victoria.wilson@rcp.ac.uk.

Our values

We are committed to **taking care, learning, and being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

We value taking care

This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP, and take decisions in the interests of the organisation as a whole.

We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

We value being collaborative

This means we work together towards the RCP's vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other's contributions.

The RCP positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.

The RCP is all about our people – our members, staff, volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for everyone and know we can only do this by being inclusive, encouraging and celebrating diverse perspectives. Welcoming into our community people who represent the 21st-century medical workforce and the diverse population of patients we serve is a priority for us.

As a volunteer you are expected to comply with all RCP data protection and security policies and procedures.

Approved: December 2024

Next review: As part of annual appraisal.