Role Description & Person Specification
for IBTPHEM Training Committee Vice Chair

Job Title	Intercollegiate Board for Training in Pre-hospital Emergency Medicine (IBTPHEM) Training Committee Vice Chair
Reports to	IBTPHEM Training Committee Chair
Time Commitment	At least four Training Committee and four IBTPHEM Board meetings per year. Estimated average of 2 hours per week, with flexibility to provide additional time when deputising for the Chair.

Job Summary

The Vice Chair works closely with the Training Committee Chair, deputising when required to ensure continuity of leadership and supporting the Committee to deliver its objectives. The Vice Chair collaborates with College staff, sub-committee chairs, and external partners to progress projects and ensure smooth operations.

Main Duties and Responsibilities

- Work with the Chair and College staff to deliver the Training Committee's programme of work.
- Deputise for the Chair at meetings and events as required.
- Support equitable access to PHEM training and fair recruitment processes.
- Contribute to quality assurance of training provision.
- Assist in supporting and mentoring sub-committee chairs.
- Lead or coordinate delegated projects from the Chair or Committee.
- Support monitoring of trainee progress and wellbeing initiatives.
- Maintain effective liaison with TPDs and PHEMTA.

Specific Post Details

- This is a voluntary position; there is no financial remuneration.
- Reasonable travel, accommodation, and subsistence expenses are reimbursed.
- The term of office is three years, with the possibility of renewal subject to IBTPHEM Board approval.

Key Liaisons

Same as Chair, with focus on collaboration and support rather than primary relationship management.

- IBTPHEM Board and Committees
- Training sub-committees
- PHEMTA
- Parent College Training Leads and Committees
- HEE MDRS
- GMC Quality
- CoPMED

Person Specification – IBTPHEM Training Committee Vice Chair

	Essential	Desirable
Education and qualifications	Registered medical practitioner Completion of PHEM training and holding sub-specialty registration or on FPHC Level 8 register. Current member or Fellow of the FPHC in good standing, or willingness to obtain and maintain membership. Experience of clinical leadership Fellowship in Immediate Medical Care	Current or previous PHEM Training Programme Director
Previous Experience (Paid/ Unpaid relevant to job)	Experience of training delivery and management Involvement in NHS recruitment Evidence of experience deputising or providing support in leadership roles	
Skills, knowledge, ability	Current experience of pre-hospital emergency medicine An interest in medical education Strong interpersonal skills and ability to build relationships	

	Collaborative and supportive leadership style	
Aptitude and personal characteristics	Commitment to inclusion, fairness, and transparency Willingness to take on delegated tasks and see them through to completion Ability to work constructively with Chair, staff, and volunteers	

Inclusivity Statement

IBTPHEM 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 will provide reasonable adjustments to support candidates with disabilities throughout the application process and during their term of office.

If you are interested in applying for this position, please submit your CV along with a short (500-word) biography, also noting why you think you would be the right candidate for the role.

Please send your completed application via email to fphc@rcsed.ac.uk

The closing date for applications is **1700 Tuesday 8th December 2026.**