



Livingston James



Position Profile

**Non-Executive Board
Members**



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Welcome Note

Dear Candidate,

Thank you for expressing interest in joining the Board of Trustees at the Royal College of Physicians of Edinburgh (RCPE).

At RCPE, our core purpose is to advance the science and practice of medicine. For over 343 years, this unwavering commitment has been central to our global success, and it continues to drive everything we do today and for the future.

RCPE is a registered charity, which helps qualified doctors to pursue their careers in specialist (internal) medicine through medical examinations, education and training. We also provide resources and information to support and facilitate professional development for doctors throughout their careers. We have a strong UK and international presence with 15,000 Fellows and Members in over 100 countries – including in every part of the UK – covering 54 medical specialties and interests.

Alongside our commitment to lifelong learning, we are motivated by influencing health policy at the highest level. We engage with government ministers, civil servants, parliamentarians, health authorities and other charities with shared mutual interests. We provide our Fellows and Members – the doctors working on the front line of the health service – a platform to express their expert opinions about a range of healthcare topics.

This is a particularly exciting time to become part of the College. Following a thorough governance review, we are appointing new trustees, not just from the medical field, but from diverse backgrounds, chosen specifically for their skills and expertise. Implementing these changes is a challenging, but equally exciting time for the College and we need people who are excited by the prospect and understand the challenges of guiding a complex organisation through change.

As a Trustee, you will play a vital role in overseeing the governance of the College, ensuring its long-term sustainability and alignment with our mission.

If your professional goals align with our vision, and you are enthusiastic about the opportunity to contribute to the College's mission, we would be delighted to hear from you.

Professor Andrew Elder

President, Royal College of Physicians of Edinburgh



Established by Royal Charter in 1681, The Royal College of Physicians of Edinburgh's ("the College") mission is to promote and improve the quality of health and patient care worldwide.

As an independent charity, the College brings together a global community of physicians and their teams to advance education and standards in the practice of medicine. We are a forward-thinking organisation, setting professional standards, shaping and influencing health policy.

With approximately 15,000 Fellows and Members in over 100 countries, we foster an international community of physicians committed to delivering the highest standards of care. By offering lifelong education and training, we empower physicians to achieve clinical excellence and provide the best possible patient care, while nurturing the next generation of healthcare leaders.

To support our core mission and our ambition to be the College of choice for physicians and related specialities internationally, contained within our current 2023-2025 [strategy](#) are **four strategic aims**:

- **To be the voice of the profession** in shaping and influencing healthcare policy, maintaining and improving standards in education and training and informing the public about key healthcare issues
- **To deliver lifelong learning to improve the practice of medicine** by delivering a programme of outstanding, accessible education; collaborating with other UK colleges and using our library and heritage resources
- **To grow our College community globally** by increasing Fellowship and Membership, promoting the value and benefits of belonging to an international community of physicians and their teams
- **To set and maintain standards in healthcare governance**

Our Values are what we stand for:

- To be inclusive and accessible
- To act with integrity and professionalism
- To be committed to sustainability

The College values **equality, diversity and inclusion** of gender, ethnicity, culture, sexual orientation and identity, age, language, disability, and religion. We are dedicated to creating a culture of participation in all College activities, leadership, and governance.

We are, therefore, committed to championing and advancing Equality, Diversity and Inclusion within the College and its membership by endorsing the core principles of:

- Creating an inclusive culture
- Promoting equity in medicine
- Addressing inequalities in health
- Addressing discrimination
- A Commitment to eliminating racism

The Organisation



The Federation of the Royal Colleges of Physicians is a collaboration between the three UK royal colleges of physicians: [Royal College of Physicians of Edinburgh](#), Royal College of Physicians of London and Royal College of Physicians and Surgeons of Glasgow. With the key aim of supporting the education, training and assessment of doctors for the benefit of their patients, it develops and delivers services at every stage of a doctor's career including:

- Continuing professional development
- Examinations (Membership of the Royal Colleges of Physicians of the UK)
- Training (delivered via the Joint Royal Colleges of Physicians Training Board – JRCPTB)





Over the course of 2023/24 we undertook a comprehensive strategic governance review to analyse the College's highest-level governance framework and decision-making structures and outlined how these might be enhanced in the future to align with best practice in charity governance.

As a result of this review, and for the first time in our 343-year history we are introducing a Board of Trustees. Whilst the majority of these Trustees will be appointed from the College's Council, three will be lay members appointed for their skills and expertise. Such members must not hold a recognised primary medical qualification.

New Governance Structures and Arrangements

The Board: The Board of Trustees will include up to 17 people, 14 of whom will be appointed from the Council, and 3 appointed as independent Trustees.

Council: The Board delegates to the Council, which consists of physicians, oversight of the management of professional policy and membership matters. The composition of the Council includes a range of medical disciplines and therefore represents the diverse interests across the profession. The Council is elected by the breadth of the College membership.





The Board of Trustees plays a key role in the oversight of the College, ensuring that it is financially sustainable, has strong governance and safeguards to protect its reputation and that it delivers against its strategy and charitable objectives.

Duties and Responsibilities

Strategy

- Set and uphold the vision, mission and values of the organisation
- Influence, approve, and challenge the College's strategic and operational plans to ensure they are robust and effective
- Regularly review the performance and outcomes of the College's key activities against its objectives and ensure improvement plans are implemented where necessary
- Ensure the effective execution of Board decisions by the Chief Executive Officer and the Executive Team
- Assess and review risks regularly to ensure the College is not exposed to undue risk and that risk management practices are sound
- Hold the Chief Executive Officer accountable for delivering the College's aims and objectives
- Ensure the College's long-term sustainability by scrutinising and agreeing on its financial strategy, and thoroughly reviewing business cases and investment proposals

Governance & Compliance

- Ensure the College complies with its governing documents, charity law, regulatory requirements, company law, accounting standards, employment law, and other relevant legislation
- Oversee all aspects of financial management, seeking regular assurance of the College's financial and operational health, including protection against misuse of funds or assets
- Ensure robust financial controls and risk management systems are in place, regularly reviewing them to protect the College from undue risk
- Regularly review policies and procedures governing the organisation's activities, including guidance for the Board and staff

General

- Take personal, team, and corporate responsibility as a Charity Trustee
- Support the Board Chair (President) and Chief Executive Officer, while maintaining personal accountability
- Actively promote and champion the work, impact, and values of the College
- Provide constructive criticism and challenge to the Chief Executive Officer and Executive Team
- Support key College projects by championing areas of work and development in collaboration with the Executive Team
- Participate in any required induction, training, and evaluation, including annual Board performance appraisals and self-assessments



To discharge their duties, the Board will have the support of underpinning committee structures, external auditors and professional advisors including legal professionals and investment managers.

Time Commitment

We anticipate the time commitment to be approximately one day per month, which would involve:

- Four meetings of the Board annually (within the working day)
- Meetings of the Board Committees or sub-groups
- Ad-hoc working groups which progress the College's strategic objectives
- Attendance at College events, mostly in the evenings, as appropriate





Previous board experience although not a pre-requisite is desirable. It is essential, however, that all new Board Trustees are committed to the work of the College and share our passion to improve the quality of standards and practice of medicine worldwide.

We are specifically looking to identify new Board Trustees who bring relevant knowledge or experience within:

- **Accountancy or strategic financial management** – Experience in overseeing financial and governance frameworks, with a strong grasp of financial strategy
- **IT / Digital Transformation** – Proven expertise in leading business technology and process transformations, or in championing a "digital first" approach to modernise and streamline operations
- **Marketing & Communications** – Experience in building and enhancing an organisation's brand, both domestically and internationally, to enrich its reputation
- **Fundraising** – including relevant experience in maximising the income generation potential of an organisation's brand and securing income from a variety of sources, including philanthropy
- **Member Value Proposition** – Experience ensuring an organisation effectively meets the current and future needs of its members whilst delivering clear value for money

The **core knowledge, skills and experience** required in the role of Board Trustee includes:

- A firm understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- A willingness to lead, by the College values, and by example
- Strong strategic thinking and oversight
- Relevant experience supporting and delivering organisational change
- Be willing to collaborate with and respect the talents, views, and opinions of their fellow board members as experienced people with broad career portfolios
- An understanding and willingness to respect the boundaries between the governance role of the Board and operational or day-to-day matters
- The ability to objectively challenge and offer a professional opinion, at a strategic level, and adopt a short, medium and long-term perspective to ensure the ongoing growth and long-term sustainability of the College
- Highly developed interpersonal and communication skills and willingness to participate actively in discussion
- Demonstrable experience in building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement, effective decision making and strategic vision
- Able to work effectively and collaboratively as a member of a team
- A strong personal commitment to equity, diversity and inclusion



This is a voluntary role without remuneration. Reasonable travel expenses will be reimbursed.

Term of Office: Trustees are expected to be appointed for an initial period of three-years, subject to satisfactory performance. The position may be renewed for a maximum of three further years.

The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Livingston James.

Livingston James will conduct initial conversations prior to discussing candidates with the College at the shortlist meeting.

Interested candidates should provide a tailored CV and covering letter, outlining their interest and suitability, to douglasadam@livingstonjames.com

Equity, Diversity & Inclusion

Royal College of Physicians of Edinburgh is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

