Lead fellow on social care

Role title

Lead fellow on social care for the Royal College of Physicians (RCP)

Role status

Voluntary representative role

Role context

This is a voluntary representative role in support of the RCP’s policy and campaigns priorities.

The Royal College of Physicians welcomes and actively seeks to recruit people to its activities regardless of race, religion, ethnic origin, disability, age, gender and sexual orientation. We aim to reflect the diversity of our members in all our committees, senior roles and staff in general.

Role purpose

The purpose of this role is to

1. work with the RCP to support its policy and campaigns work on social care, keeping Council informed of progress and developments
2. represent the RCP on issues of social care, as advised by the RCP’s senior officers, policy and campaigns team, and/or media engagement team.

Department

President’s office

Closest managerial relationships

- (Officers) President and clinical vice president
- (Staff) Director of communications, policy and research (or their nominated representative)

Board and committee membership
The role holder may from time to time be asked to represent the RCP at internal or external meetings, where social care is a key focus of the meeting.

**Accountable to**

President

**Term of office**

The term of office for the role is three years. The performance of the role holder will be reviewed annually by the president, clinical vice president and director of communications, policy and research, in consultation with the role holder.

**Specific duties**

- Work with the RCP on matters concerning social care and keep Council informed of progress and developments.
- Represent the RCP externally (e.g. at meetings and events) as advised by the president and the policy and campaigns team.
- Represent the RCP to the press as advised by the RCP’s media and engagement team and/or senior officers.
- Meet regularly (3-4 times per year) with the president and/or clinical vice president and director of communications, policy and research (or their nominated representative) to discuss plans for the RCP’s work on social care and agree your involvement.
- Contribute to the development of RCP policy and projects on social care (e.g. contributing to and reviewing consultation responses, parliamentary inquiries, policy reports, advising on necessary research etc.)

**Expected time commitment**

The average time commitment is anticipated to be 6-10 hours per month.

**Financial aspects**
The role holder is not remunerated. The RCP will reimburse reasonable expenses in accordance with RCP policy, such as reimbursement of travel and accommodation expenses.

**Points of contact**

- Andrew Goddard – president: [Andrew.goddard@rcplondon.ac.uk](mailto:Andrew.goddard@rcplondon.ac.uk)
- Sarah Clarke – clinical vice president: [sarah.clarke@rcplondon.ac.uk](mailto:sarah.clarke@rcplondon.ac.uk)
- Claire Burroughs – director of communications, policy and research: [claire.burroughs@rcplondon.ac.uk](mailto:claire.burroughs@rcplondon.ac.uk)
- Dan Sumners – head of policy and campaigns (London): [dan.sumners@rcplondon.ac.uk](mailto:dan.sumners@rcplondon.ac.uk)
- Jayne Black – head of policy and campaigns (London): [Jayne.black@rcplondon.ac.uk](mailto:Jayne.black@rcplondon.ac.uk)
- **For media queries please contact:** Mike Blakemore – head of media and engagement: [Mike.Blakemore@rcplondon.ac.uk](mailto:Mike.Blakemore@rcplondon.ac.uk) | 020 3075 1468
- **For queries regarding engagement with stakeholders and parliamentarians please contact:** Rory Murray – senior public affairs adviser: [rory.murray@rcplondon.ac.uk](mailto:rory.murray@rcplondon.ac.uk) | 020 3075 1728

**Conflicts of interest**

When representing the RCP in their capacity as a lead fellow, the role holder must ensure they do not place themselves in a position where their personal interests or views may conflict with the interests or views of the RCP. Should such a situation arise, the role holder should seek the advice of the registrar and/or the RCP’s policy and campaigns team before proceeding.

The role holder should make declaration of any interests that might conflict with their RCP work, in line with the RCP declaration of interests policy. The role holder must also at all times conduct themselves in accordance with the RCP Code of conduct.

**Use of title**

The role holder may use the title *Lead fellow for social care for the Royal College of Physicians* solely when representing the RCP in a public capacity and in line with the agreed RCP position. The role holder should seek the advice of the registrar and/or the RCP’s policy and campaigns team should any confusion arise.

**Termination of role**
As the role will be undertaken in a voluntary capacity, the role holder is free to step down at any point following discussion with the president. The president, following a discussion with the registrar and director of communications, policy and research, is free to request the role holder to step down at any time.

To be reviewed in November 2020 by the president, clinical vice president, and director of strategy, communications, and policy.

November 2019