**Role Description**

|  |  |
| --- | --- |
| **Role Title:** | **Vice President** |
| **Reports to:** | The PresidentThe Trustee Board |
| **Term of office:** | Three years, non-renewableThe post is unpaid, travel and other costs are reimbursed in line with the RCOphth expenses policy |
| **Time commitment** | The Vice President is expected to attend the following meetings:Trustee Board (4 a year).Council (4 a year). Executive Committee (8 a year)The above are expected to be a 50:50 mix of physical and virtual meetingsRegular 1-2-1 meetings with the President, CEO, Head of Communications and Engagement and the Policy Manager The Vice President is automatically a member of Council and of the standing committees (Education, Examinations, Professional Standards, Scientific and Training). From time to time they may be invited to join other ad hoc committees or working groups.There are early morning virtual meetings twice a month for College Officers and College Chairs.There is currently a virtual Covid Response Group which meets early mornings twice a month.The post holder is expected to liaise with committee members, RCOphth staff and the chairs of standing committees; much of this work is done electronically. |

**Background information**

The Royal College of Ophthalmologists (RCOphth) champions excellence in the practice of ophthalmology. We are the only professional membership body for medically qualified ophthalmologists and for those who are undergoing specialist training to become ophthalmologists, with over 4,000 members worldwide.

The College acts as the voice of the profession, we set the curriculum and examinations for trainee ophthalmologists, provide training in eye surgery, maintain standards in the practice of ophthalmology, and promote research and advance science in the specialty. Ophthalmologists are at the forefront of eye health services because of their extensive training and experience in the area.

This job description should be considered in conjunction with the Trustee Handbook.

**The Role**

The Vice President works directly with the President, the Executive and the Policy & Communications team to ensure that the overall RCOphth strategy and goals are sustainable and coherent, working with a range of internal and external stakeholders. He/she acts as an advocate for College-wide communications and policy at Trustee and Council level to support a joined-up and strategic approach.

**Main Purpose and Deliverables**

* To be a Trustee of the College; help develop RCOphth strategy and to ensure delivery by the College, Standing Committees and the Policy & Communications team

To be an advocate for the role of policy in patient standards and workforce development strategies to meet overall RCOphth strategic objectives

* To support the President, deputising where appropriate
* To be a spokesperson for the RCOphth, promoting its role as a leading voice for the profession
* To respond to media enquiries, including speaking to the media and approving media responses (media training will be provided)
* In the event of the death or resignation of the President, the Vice President acts in his or her stead until a new President is elected

**Main Areas of Work and Responsibility**

* Act as an ambassador for RCOphth, promoting its role as the voice of the profession to ophthalmologists, other medical and healthcare professionals and key policy decision makers
* Advise on and participate in a coherent engagement strategy with health, workforce, commissioning, legislative and policy stakeholders: government, Department of Health & Social Care, ICS, four nations health organisations (eg NHS England), arms’ length bodies (eg Health Education England), other eye health related professional bodies and charities
* Liaise with the Head of Communications and Engagement on RCOphth strategic communications and policy strategy
* Support the Policy Manager on RCOphth strategic policy development priorities

**Key Working Relationships**

* The President
* The Trustee Board
* Council
* The Chief Executive
* The Head of Communications and Engagement
* The Chair of the Lay Group
* Key health, legislative, commissioning and policy stakeholders

**Scope and Accountability**

|  |  |
| --- | --- |
| **Legal, regulatory and compliance responsibility** | * Compliance with health and safety procedures, including prompt reporting of any defects, risks or potential hazards
* Compliance with RCOphth data protection and privacy policies
 |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Essential (E) Desirable (D)** |
| **Eligibility** | * Fellow, Member or Diplomate of The Royal College of Ophthalmologists in good standing
 | E |
| * UK License to Practise
 | E |
| **Knowledge, Qualifications and Experience** | * Previous experience of College Committee or Subcommittee work
 | D |
| * Experience of a significant leadership role
 | E |
| * Demonstrable understanding of the issues facing ophthalmology
 | E |
| **Skills and Abilities** | * Communications and/or Policy role experience in a hospital or other setting
 | D |
| * Confident communicator with written and verbal communication skills. Ability to speak with authority about Ophthalmic practice in the UK
 | E |
| * Ability to negotiate and ability to resolve conflicts
 | E |
| * Good organisational, prioritisation and time management skills and meets deadlines in an accurate manner
 | E |
| * Actively listens to what others say, responding positively in all interactions
 | E |
| * Ability to build relationships and rapport, responding to enquires in a timely manner
 | E |
| * Ability to respond flexibility and adapt approach in response to changing policy and changing priorities
 | E |
| * Acts with honesty and integrity
 | E |
| * Commitment to equality and diversity, understanding of how this applies to own area of work
 | E |
| * Committed to own continuing professional development
 | E |
| * Good IT Skills
 | D |
| **Other resources** | * Training and support is given with regard to Trustee responsibilities and media / communication presentation
* The Executive Assistant can provide administrative support such as diary management and liaison with NHS secretaries
 |  |