Chair- Faculty of Dental Trainers

**CALL FOR APPLICATIONS FOR THE ROLE OF CHAIR OF THE FACULTY OF DENTAL TRAINERS (FDT), THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSED**)

**Deadline for Applications:** Monday 21st April at 12pm midday

**Interviews:** Week commencing 28th April

The Faculty of Dental Trainers of the Royal College of Surgeons of Edinburgh invites applications for the role of Chair. Applicants must be Fellows of the Faculty of Dental Trainers in good standing.

The Faculties operate as an integral part of the College, supporting the professional needs of healthcare groups outside the College’s core focus on Surgery and Dental Surgery. While Faculties have distinct identities, governance structures, and strategic priorities, they remain within the College’s overall governance framework. Faculties play a vital role in upholding standards, delivering educational offerings, and engaging with members and external stakeholders.

The College provides oversight, governance support, and strategic alignment, ensuring that Faculty activities contribute to its broader mission of professional development, education, and patient safety. The Faculty Chair will lead the Faculty Executive Committee collaboratively, working closely with the Vice President responsible for Faculties, Faculty of Dental Surgery and College staff to ensure strategic cohesion and operational effectiveness.

## Summary of the Role

The Chair of the Faculty of Dental Trainers plays a critical and high-profile role within the Faculty. This voluntary position, with expenses reimbursed, includes support for travel and accommodation as needed.

Supported and guided by the Faculties team the Chair is responsible for:

**Strategic Leadership and Governance**

* Chairing Faculty Executive Committee meetings and contribute to, chair and attend internal committees, working groups and ad-hoc meetings as required.
* Providing high-level oversight and strategic direction, ensuring the Faculty’s mission aligns with the College’s overarching goals.
* Leading the development of the Faculty’s strategic plan.
* Working with College staff to integrate it into the College’s annual business planning cycle.
* Ensuring adherence to good governance practices, College policies, and governing instruments.

**Collaboration and Volunteer Leadership**

* Working collaboratively with the Dental Dean and other key office holders in the Faculty of Dental Surgery.
* Supporting succession planning by mentoring future Faculty leaders and engaging with the College’s volunteer strategy to ensure clear roles and support mechanisms.
* Overseeing the induction of volunteers, ensuring they understand their responsibilities within the Faculty.

**Membership and Stakeholder Engagement**

* Advocating for Faculty members’ interests, acting as an ambassador within the College and external forums.
* Working with College staff to enhance membership engagement through tailored communications and events, informed by member feedback.
* Building and maintaining relationships with key stakeholders, including external organisations and College departments, to expand the Faculty’s reach and impact.
* Encouraging networking among members to enhance learning, research, and practice within the Faculty’s specialty.

**Financial Oversight**

* Monitoring the Faculty’s financial performance, ensuring compliance with College financial policies and sustainability goals.
* Reviewing financial reports prepared by staff and support budget planning activities.

**Education and Professional Standards**

* Overseeing the development and delivery of educational and professional development resources, ensuring alignment with College standards and member need with a focus on the [DeNTS course](https://services.rcsed.ac.uk/events-courses/dental-non-technical-skills-dents-masterclass-increasing-patient-safety-how-to-assess-the-non-technical-skills-of-dentists-using-dents?_gl=1*era6km*_ga*MTk1MjQ3NzU1NC4xNzE2MzA1MDg3*_ga_DC5WCS94T6*MTc0MTE5MzM2MC4zMDguMS4xNzQxMTk0NTcyLjAuMC4w).
* Working collaboratively with the Faculty Executive Committee and College teams on revising, developing, and supporting new guidance and standards for dental training and education.

**Reporting and Accountability**

* Providing input and approval for quarterly reports to the College Council, ensuring Faculty performance and strategic alignment.
* Delivering an annual update at the College Council Development Sessions, highlighting Faculty activities and support needs.
* Participating in annual performance reviews with the College Vice President and Head of Faculties, providing feedback and identifying areas for development.

**Advocacy and Representation**

* Acting as the primary representative of the Faculty, advocating for members within the College and in external forums.
* Promoting the Faculty’s activities and achievements, contributing to the College’s reputation.

The Chair will become an ex officio member of the Dental Council if they are not already a sitting Dental Council member.

## Meeting Commitments

As a minimum, the Chair will be expected to attend the following meetings, either in person or virtually:

* Up to four Dental Council meetings and Dental Council Development Sessions per annum
* Up to four FDT Scoring Meetings
* Up to four FDT Executive Committee meetings per annum
* One Council Development Session per year
* Up to two Faculty Chair Group meetings per year

The Chair will contribute to, chair, and attend internal committees, working groups and ad-hoc meetings as required. They will also represent the Faculty at a range of external events. They may also be required to travel for promotional events, and internationally on behalf of the Faculty.

## Commitment and Term of Office

It is estimated that to effectively discharge the core duties of Chair, a commitment of one day per week is required, though this may be more on occasion according to workload.

The Chair is appointed for an initial term of three years and is eligible for reappointment for one additional year subject to College Council approval. To ensure a smooth transition, the Faculties team will provide a robust and supportive induction period for the incoming Chair, lasting up to six months and tailored to the individual’s needs. This will include facilitating a structured handover process between the outgoing and incoming Chair, ensuring continuity and effective leadership from the outset.

## Eligibility

Applicants must be a dentist and a Fellow of the Faculty of Dental Trainers, in good standing. There is no requirement to have previously served on the Executive Committee.

Applicants must not hold a similar position for another Royal College or Faculty. If an applicant does hold a similar role, then they will not be eligible to apply.

The College 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 value candidates who bring a range of lived experiences and perspectives, and who reflect the diversity of our dental community. Our commitment to Equity, Diversity, and Inclusion (EDI) underpins our recruitment process, ensuring fairness and equal opportunities for all. We are dedicated to creating a welcoming environment where everyone can contribute meaningfully and thrive.

In addition to the role specification, the Chair should have the following qualities and experience:

**Essential Criteria**

* Significant and long-standing professional experience in areas relevant to dental training and education. This can include experience gained through both clinical and academic roles.
* Prior experience in a leadership role.
* A strong commitment to the development of professional and/or clinical standards in dentistry.
* Experience in chairing committees or working groups.
* A strong commitment to dental non-technical skills, training, and/or clinical and academic leadership.
* Demonstrated ability to provide objective, independent advice and support relevant to the Faculty.
* Commitment to upholding the College’s Code of Conduct, ensuring professional and respectful behaviour in all interactions with members, volunteers, staff, and external stakeholders. Proven capability in exercising professional and independent judgement.
* Alignment to the goals and aims of the Faculty, particularly in establishing global standards for dental training and supporting professionals to achieve these standards. Proven capability in exercising professional and independent judgement.
* Sufficient time and capacity to review and consider documents, policies, position statements and consensus statements, and to attend as required meetings, either virtually or in person. The estimated time commitment is an average of one full day per week.
* A clear motivation to join and contribute to the development of the Faculty Dental Trainers. You can learn more about the Faculty by clicking here. [FDT About Us.](https://fdt.rcsed.ac.uk/?_gl=1*1lhj3wg*_ga*MjA4NTMzMTUwNy4xNzAxMzU0MzIz*_ga_DC5WCS94T6*MTc0MTE5MzA2My4yMjAuMS4xNzQxMTkzMDY0LjAuMC4w)

**Desirable Criteria**

* Awareness of challenges and opportunities in professional education and development, particularly in fields relevant to dental training and dental trainers.
* Experience in representing an organisation in external forums or advocating for professional or clinical standards.
* Interest in the governance structures and arrangement of membership bodies.

We warmly encourage applications from individuals who may feel they do not fully meet the desirable criteria. For all desirable criteria listed, a comprehensive induction and ongoing support will be provided by our experienced and friendly Faculties team, ensuring you are fully equipped to succeed in the role. If you are passionate about contributing to the Faculty’s mission and believe you bring valuable skills or perspectives, we encourage you to apply.

## Application and Appointment Process

Provided below is a step-by-step guide to the application process for the role of Chair of the Faculty of Dental Trainers. Please follow the instructions below to ensure your application is submitted correctly:

1. **Complete the Application Form**

* Interested candidates should fill out the application form provided within this document.

1. **Submit the Application via Email**

* Send the completed application form by email to: [fdt@rcsed.ac.uk](mailto:fdt@rcsed.ac.uk)
* You are welcome to additionally append a CV of NO MORE than 6 pages in length.
* Ensure that the email subject line includes: *Application Chair of the Faculty of Dental Trainers*.

1. **Application Deadline**

* Submit your application by Monday 21st April at 12pm midday. Late applications will not be considered.

1. **Selection Process**

* Applications will be reviewed, and shortlisted candidates will be invited for a panel interview.
* Appointment is subject to approval by the Faculty of Dental Trainers Executive Committee and ratification by the College Council.

1. **Interview Details**

* Interviews are anticipated to take place week commencing 28th April 2025 via MS Teams or an alternative video conferencing platform.
* If you require assistance or specific access arrangements, please contact Mrs. Catherine Thwaites, Faculty Development Manager, at [fdt@rcsed.ac.uk](mailto:fdt@rcsed.ac.uk)

1. **Appointment and Post-Appointment Induction**

* The successful candidate will be asked to provide two professional references.
* A comprehensive induction process will be provided to the successful candidate, tailored to develop knowledge of the Faculty’s governance, structure, and operations.

Please direct any questions or requests for further information to [fdt@rcsed.ac.uk](mailto:fdt@rcsed.ac.uk)

Please note that this position is voluntary, however, travel, accommodation and subsistence for activities relating to the role will be reimbursed in accordance with the RCSEd Travel Policy.

For a confidential discussion about the role, please contact Mrs Catherine Thwaites, Faculty Development Manager, [fdt@rcsed.ac.uk](mailto:fdt@rcsed.ac.uk) in the first instance.

For a discussion about working with the Faculty please contact the Chair of the Faculty, [fdt@rcsed.ac.uk](mailto:fdt@rcsed.ac.uk).

# Application Form

**Information supplied in this application will be held and used by the Royal College of Surgeons of Edinburgh only for the purpose of administering this application process.**

**Please complete the form below and return to** [fdt@rcsed.ac.uk](mailto:fdt@rcsed.ac.uk) **by midday on Monday 21st April 2025.**

## SECTION A – PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname:** | |
| **First name:** | **Preferred first name:** |
| **Title:** | **GMC/GDC Number** (if applicable): |
| **Job Title:** | **Profession:** |
| **Region:** | |
| **Specialty** (if applicable): | **College Membership Reference Number:** |
| **Email:** | **Mobile No:** |

## SECTION B – PERSONAL STATEMENTS

**Applications will be assessed and shortlisted against the criteria described in the Application and Appointment Process section of this document. Please do your best to address these in your supporting statement.**

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| **Supporting Statement**  ***Please limit your answer to a maximum of 750*** **words** |
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| **Question 2:**  **What relevant activity have you undertaken to date that would enable you to be an effective Chair of the FDT?**  ***Please limit your answer to a maximum of 250*** **words** |
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| **Question 3:**  **What would you hope to achieve during your term of office?**  ***Please limit your answer to a maximum of 250*** **words** |
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## SECTION C – TIME COMMITMENT

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| --- | --- |
| **Are you able to commit to the following;**   * **attending a minimum of two in person Executive Committee meetings per annum.** * **a commitment of approximately one day upward per week. In addition to attending meetings, this includes the time required to review documents and any other tasks.** | Yes  No |

## SECTION D – DECLARATIONS

**Successful applicants will be requested to declare any relevant interests that could, or could be perceived to, conflict with the role of Chair. For example, those holding a similar position with another Royal College or Faculty will not be eligible to apply for the role.**

Please outline below any appointments (voluntary or otherwise), memberships, relationships, or i**nvolvement in external exams or education activity relevant to the interests of RCSEd or the FDT, which** might prevent you from acting effectively in the position offered to you or in the best interests of the College and/or its faculties.

|  |  |
| --- | --- |
| **Registerable Interest** | **Description of Interest** |
|  |  |

## Submission Declaration

Please read the statement below and type your name to indicate your signature. We consider a form submission to be a signed form.

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| --- | --- | --- |
| Tothe best of my knowledge, the given information is complete and accurate. | | *(please tick)* |
| **I confirm I am a Fellow of the Faculty of Dental Trainers of RCSEd in good standing.** | | *(please tick)* |
| **Signature:** | **Date:** | |