



Application to join the Emergency Medicine Trainees' Association (EMTA)

Secretary - Executive Member of EMTA Committee

Job Description

As EMTA has grown as a committee, a need has developed for a formal infrastructure around this, which allows us to function smoothly and effectively as a group. EMTA now has a number of roles that exist solely for this purpose – what is known as the 'Executive Committee'. Traditionally those on the executive team also hold other posts on EMTA and have already spent some time attending our meetings and therefore have understanding of some of our processes and how we all work together. One of the most important roles in coordinating this and the various roles is that of the **EMTA secretary**.

We are looking for someone with an enthusiasm for the work EMTA does and who would be keen to collaborate with the rest of the team to promote trainee engagement through general committee work, RCEM staff liaison and EMTA conference and survey team support.

The successful applicant would hold the following responsibilities:

- Forming a close link with the EMTA Chairperson(s) to ensure commitment to an allied vision/strategy and shared committee goals
- Organisation of 3-4 EMTA meetings a year including formation of the day's agenda
- Taking and disseminating minutes for above meetings
- Liaison with the Chair as to ongoing committee recruitment needs, helping to write job descriptions such as these, then reviewing (along with the rest of the committee) the applications received
- Once new recruits are appointed welcoming them to the committee with dissemination of registration documents and a short zoom induction
- Chase up regular updates from each EMTA representative to ensure maximum dissemination of the fabulous work being done and encourage cross channel working
- Providing some admin support for the Slack and Google drives
- Understanding that some of the secretary role, like that of the chair, is pastoral, ensuring all members feel valued and supported in the work they do

The work commitment would be expected to average out to approximately 1-2 hours per week. As per RCEM Guidance, departments would be expected to support formal commitments via Professional Leave. The post is honorary. Reasonable expenses for travel and subsistence will be payable in accordance with College policy.

Person Specification

- The applicant must be an Emergency Medicine Trainee, currently holding a Dean's Reference Number (for ACCS-EM trainees) or National Training Number (for run-through or HSTs)
- The applicant may presently be in training or Out of Programme
- The candidate will need to be able to demonstrate an ability to deliver professionally and enthusiastically in their role, to meet deadlines and to communicate effectively at all times
- We understand that the role of trainee representation can, at times, be onerous on an already stretched workload. We would request candidates are realistic about their abilities to take on any additional responsibility at present whilst warmly welcoming any of those who feel motivated by improving EM training to join us.
- Trainee representation experience would be advantageous but not essential
- The current application is for an 18 month term to be reconsidered for a second term if remaining eligible

Application

Application is by written personal statement not exceeding 400 words and a CV of no greater than two sides of A4. We would ask candidates to pay particular attention to the requirements, expectations and desirable characteristics expressed within this advert and take effort to highlight previous or current experience relevant to these. We would please ask candidates to clearly state their grade and expected CCT date and, if known, their career plans over the next 24 months.

Applications to: rcem@rcem.ac.uk

Closing date: 29th August 2022

Thank you very much in advance for your application,

Daniel Darbyshire
Chair, Emergency Medicine Trainees' Association