



**RCEM**  
Royal College  
of Emergency  
Medicine

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**Role Profile:** **ACP Equality, Diversity and Inclusion (EDI) representative**

**Reports to:** **RCEM ACP forum**  
**Director of Educational Resources Committee**

**Key working relationships:** **RCEM Council, ACP Forum Members, RCEM Committees**  
**External stakeholders (e.g., other medical professionals and organisations)**

The Royal College of Emergency medicine is proud to serve a diverse membership. The college is passionate about ensuring equality for all members. As EDI representative you will be part of the wider ACP forum with responsibility to be a voice and leader for ACPs within the college with consideration to how we support all of our members. As ACP EDI representative you will provide a link to the forum and be a key stakeholder on the EDI committee as the ACP representative. Further information around the colleges work on Equality, Diversity and Inclusion can be found on the following page [Equity Diversity and Inclusion | RCEM](#)

**Responsibilities:**

- Represent RCEM Emergency Medicine (EM) ACPs across the UK as a forum member
- Collaborate with the ACP Chair and fellow forum reps to advocate for all RCEM members and the college
- Actively participate in the RCEM EDI committee and other relevant sub-committees as ACP forum representative
- Act as the primary contact for RCEM ACP member's queries or concerns related to EDI issues.

**Committee Responsibilities**

- Attend any meetings required from the RCEM EDI committee and any other workstreams that arise as part of this work, as well as RCEM ACP Forum meetings to share and receive feedback from the forum.
- Ensure timely and accurate updates as needed
- Ensure the effective communication and representation of ACP interests within RCEM with a particular focus on ensure we equally represent all of our RCEM ACP members across the UK.

## **Appointment Details**

### **Eligibility Criteria:**

- Must be employed as a substantive ACP in Emergency Medicine in the UK
- Working towards the RCEM portfolio or be an RCEM Credentialed ACP.
- Have an interest in how we deliver good representation to the membership with a strong EDI focus.

### **Appointment Process:**

- Applicants must submit a CV and written personal statement (up to 600 words) detailing the reasons for applying for the post and what you hope to accomplish in the position.
- Applications will be reviewed and assessed based on the criteria outlined in the Person Specification.
- Shortlisted candidates will be invited for either interview or will be subject to a ballot of RCEM ACP members.

### **Place of Work:**

- The role entails hybrid working, combining in-person and remote online work as required.
- RCEM meetings where it is deemed essential to attend in person, will be held at designated locations and reasonable travel expenses reimbursed.

### **Hours of Work:**

- Due to the nature of the role the necessary hours of commitment will change relative to when meetings are held in the various committees. As such, a flexible nature is necessary when taking on this role, though hours should not exceed 7.5 hours per month.

### **Remuneration and Expenses:**

- This is an honorary position and non-remunerative.
- RCEM will reimburse reasonable expenses for travel to face-to-face meetings and other required attendance.

## **Person Specification**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
Employed as a substantive ACP in Emergency Medicine in the UK	✓	
Credentialed through the RCEM portfolio route		✓
Ability to deliver professionally and meet deadlines	✓	
Conference/education organisation experience		✓
IT literacy (Microsoft Office, Teams, Zoom, Outlook)	✓	
Ability to communicate effectively	✓	

## ***Excellence in Emergency Care***

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Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC04437

