

Role Description:
Independent Chair, Trusts and Funds Review Committee

Location

Royal College of Physicians of Edinburgh

Reports to

The Board of Trustees (through recommendations of the Trusts and Funds Review Committee)

Date

August 2026

Further Information

The term of office for this post is three years, with the possibility of a second three-year term, subject to agreement by the Board of Trustees and a satisfactory annual appraisal. The post is honorary and reasonable expenses for travel and subsistence will be payable in line with College policies.

1. The Role

The **Independent Chair, Trusts and Funds Review Committee** provides independent leadership of the College's Trusts and Funds Review Committee. The role supports the fair, transparent and objective consideration of applications submitted to the College's trusts, funds, bursaries, grants and other charitable awards.

The Independent Chair will oversee the review process, facilitate balanced discussion, ensure that decisions and recommendations are consistent with published criteria, and uphold public confidence in the integrity of the College's charitable activities.

This is an honorary, non-trustee appointment. The postholder is not a member of the Board of Trustees or Council and carries no legal, fiduciary or governance responsibilities in relation to the College.

2. Key Responsibilities

Committee Leadership

- Chair meetings of the Trusts and Funds Review Committee.
- Ensure applications are considered fairly, consistently and in accordance with the objectives and criteria of the relevant trust or fund.
- Facilitate balanced and constructive discussion among committee members.
- Ensure potential conflicts of interest are identified and managed appropriately.

- Help the committee reach clear and objective recommendations for submission to the Board of Trustees where required.
- Promote transparency, integrity and good practice throughout the review process.

Advisory Responsibilities

- Provide independent oversight of the operation of the Trusts and Funds Review Committee.
- Offer advice on the effectiveness and fairness of processes used to assess applications.
- Contribute to periodic reviews of eligibility criteria, application procedures and assessment frameworks.
- Support continuous improvement in the administration and governance of the College's charitable funds.

Ambassadorial Responsibilities

- Act as an advocate for the College's charitable activities and funding programmes.
- Promote confidence among applicants, Fellows, Members and external stakeholders in the integrity of the assessment process.
- Represent the Committee at relevant College meetings or events when requested.

Relationships

- Work closely with the President, Chief Executive Officer, College Secretary and relevant members of staff responsible for administering trusts and funds.
- Maintain constructive working relationships with committee members and trustees.
- Support effective communication between the Committee and the Board of Trustees.

Boundaries of the Role

- The Independent Chair is not a Trustee of the College.
- The Independent Chair is not a member of Council.
- The role does not carry legal, fiduciary or regulatory responsibilities.
- Responsibility for final governance decisions and compliance with charity law rests with the Board of Trustees.
- The role does not involve the day-to-day administration of trust funds or supervision of College staff.

Skills and Qualities

- A respected Fellow of the College with sound judgement and a commitment to fairness and integrity.
- Experience of committee leadership, peer review, assessment processes or decision-making panels.
- An appreciation of the principles of charitable funding, grant assessment or educational awards.
- Strong interpersonal and communication skills.
- The ability to facilitate discussion, manage differing viewpoints and build consensus.
- A commitment to transparency, equality of opportunity and good governance.

Term of Appointment

- An initial three-year term, renewable for a further three years by mutual agreement.
- Voluntary and unremunerated.

What the Role Offers

- An opportunity to contribute directly to the College's charitable mission and support the development of physicians and healthcare professionals.
- The opportunity to help ensure that College funds are distributed fairly, transparently and effectively.
- The satisfaction of supporting an important element of the College's public benefit activities.
- Engagement with Fellows and Members committed to advancing medical education, research and professional development.

Commitment

- Attendance at up to four meetings of the Trusts and Funds Review Committee each year.
- Preparation and review of applications and supporting papers in advance of meetings.
- Occasional attendance at related College events or meetings as required.
- Most commitments can be scheduled well in advance and are expected to require approximately one day per month on average.

3. Selection Criteria

Professional Standing and Credibility (25%)

- A Fellow of the College.
- A record of professional achievement and contribution to medicine, education, research or public service.
- A reputation for integrity, impartiality and sound judgement.

Leadership and Committee Experience (25%)

- Experience of chairing committees, panels, boards or advisory groups.
- Ability to lead discussions constructively and objectively.
- Demonstrated ability to achieve balanced and evidence-based decisions.

Assessment and Review Capability (25%)

- Experience of reviewing applications, awards, grants, fellowships, research proposals or similar submissions.
- Ability to assess information objectively against agreed criteria.
- Understanding of fairness, transparency and consistency in decision-making processes.

Strategic Insight (15%)

- Understanding of the College's charitable purpose and public benefit responsibilities.
- Ability to contribute to the review and continuous improvement of assessment processes.

Commitment and Conduct (10%)

- Willingness to commit sufficient time to the role.
- Reliability, professionalism and preparedness.
- Alignment with the College's values and commitment to equality, diversity and inclusion.

4. Application Process and Key Dates

Informal Enquiries

Prospective applicants who wish to discuss the role informally are encouraged to contact:

Dr Lesley Dawson FRCP Edin

College Secretary

Royal College of Physicians of Edinburgh

Email: l.dawson@rcpe.ac.uk

Informal discussions will be treated in confidence and will not form part of the selection process.

Applications

Applications should be submitted electronically to Lindsay Paterson, Director of Global Engagement l.paterson@rcpe.ac.uk and should comprise:

- A current Curriculum Vitae, not exceeding three pages in length.
- A covering letter, not exceeding two pages, outlining:
 - your interest in the role;
 - your understanding of the responsibilities of the Independent Chair, Trusts and Funds Review Committee;
 - the skills, experience and qualities you would bring to the position; and
 - how you meet the selection criteria set out in this role description.

Applications will be considered by a selection panel appointed by the College.

Closing Date

The closing date for applications is: 5.00 pm on **Friday 11 September 2026**

Applications received after this time may not be considered.

Interviews

Shortlisted candidates will be invited to attend an interview with members of the selection panel.

Interviews are expected to take place during late September 2026.

Equality, Diversity and Inclusion

The Royal College of Physicians of Edinburgh is committed to promoting equality, diversity and inclusion in all aspects of its work. Applications are welcomed from all eligible Fellows, and appointments will be made on merit following a fair and transparent process.

Eligibility: This appointment is open to Fellows of the Royal College of Physicians of Edinburgh who are in good standing.