REGISTRAR JOB DESCRIPTION

The Faculty of Forensic and Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians (RCP). It is a registered charity set up in 2005 to develop and maintain the highest possible standards of competence and professional integrity in the field of forensic and legal medicine. Its purpose is to advance education and knowledge, and develop and maintain good practice, in the field.

Job title:	FFLM Registrar
Contract:	Voluntary - this post is not salaried Appropriate expenses **may** be claimed – see FFLM expenses policy/details
Location:	Remote working; attendance at meetings whether at a specific venue, may be in person, by tele- or videoconference, as appropriate
Responsible to:	President and Chief Executive Officer (CEO)
Key relationships:	President Senior Officers / Vice-Presidents (SO/VPs) Board members FFLM members and prospective members FFLM and IFAS staff
Working Hours:	The time commitment will vary — including meeting attendance and work on enquiries or policy development — but is estimated at two to four hours a week
Tenure:	The post will be held for three years, subject to a review at one year and with an option to extend for a further two years.
Communications:	A dedicated FFLM email account will be provided to support continuity and consistency in communications.
Eligibility:	Applicants must reside in the United Kingdom. This requirement ensures the role can meet operational needs and comply with charity-law and regulatory obligations.

Role purpose

The Registrar is an elected Officer of the FFLM with responsibility for maintaining the integrity of its governance, constitutional processes and membership records.

The Registrar acts as the custodian of the FFLM's Standing Orders and other governance policies, ensures due process in elections, appointments and membership matters, and supports the President and Board in ensuring high standards of governance and regulatory compliance.

Key responsibilities

Governance and constitutional oversight

- Maintain the official Register of Fellows, Members, Licentiates, Affiliates, Associates and Diplomates of the FFLM.
- Maintain the official copy of the Standing Orders and ensure that amendments are accurately recorded and circulated.
- Act as custodian of organisational governance policies and procedures, including conflicts of interest, code of conduct and whistleblowing.
- Act as governance lead during reviews or revisions of Standing Orders and other constitutional documents.
- Support the President in ensuring that the FFLM meets good governance and regulatory standards.

Membership and due process

- Ensure that proceedings of the Membership and Fellowship Committee are conducted fairly and with due process.
- Oversee elections and appointments to committees and officer posts, ensuring transparent processes and compliance with Standing Orders.
- Provide assurance that decisions on membership status and fellowship nominations are consistent with FFLM regulations.

Committees and meetings

- Serve as an ex-officio member of all FFLM committees, contributing to oversight and coordination of governance matters.
- Convene and issue notices of General Meetings, Board meetings and committee meetings.
- Coordinate the preparation and retention of minutes of General Meetings, Board meetings and committee meetings, with operational support from staff where required.

Annual reporting and liaison with regulators

- Lead the preparation of the Annual Report, in partnership with the CEO and staff team, and present it at the Annual General Meeting and to the Royal College of Physicians.
- Annual reporting and liaison with regulators'
- Liaise with regulators or external auditors on constitutional or governance matters as required.

Collaboration with the CEO and staff

- Provide oversight and probity in relation to grievance, disciplinary and safeguarding panels, appointment processes and officer liaison on staffing matters (with operational responsibility held by the CEO).
- Work closely with the CEO to ensure Board and committee decisions are implemented effectively, while retaining responsibility for governance integrity.

Additional responsibilities

- Provide oversight of data protection and information governance, working with the Data Protection Lead to ensure compliance and training.
- Ensure that the FFLM's governance processes are understood and followed by officers, staff and committee members.
- Act as a point of reference for constitutional questions and disputes, ensuring impartiality and consistency.

Person Specification

	Essential	Desirable
Relevant Qualifications and Experience	On the GMC/GDC register with a licence to practise In current clinical practice in Forensic and Legal Medicine Holds Fellowship of the FFLM Is currently working within the disciplines of FFLM membership e.g. GFM, SOM, Secure and Detained Settings, (SDS), as a Coronial/Procurator Fiscal or has done so within the last year	Holds/or has held a Leadership role, or a Clinical Lead/Director role Holds Membership or Fellowship of a relevant Royal College or Faculty, as appropriate
Communication skills	Excellent written and verbal communication skills Demonstrable leadership and/or team working skills	
Previous Experience	In Forensic & Legal Medicine, (e.g. GFM, SOM), or in SDS, or in the Coronial/Procurator Fiscal settings	
Professional or Specialist Knowledge	As described above	Experience of working at a national level
Other attributes required	Proficient IT skills, including experience of using Microsoft Office 365 (Word, Excel, Outlook, PowerPoint and Teams)	
Other	In good standing with the GMC/GDC, the FFLM and any other relevant medical Royal College or Faculty Be up to date with training in, and provide evidence of this: • Level 3 safeguarding, for adults and children, (every 3 years) • Equality and diversity, (every 3 years) • Information Governance/Data security/protection training, (annually)	

Confidentiality

FFLM confidentiality policies & procedures

Not sharing information outside the FFLM without permission.

Use of passwords when required e.g. in the course of the post-holder's duties, they may have access to confidential material about the role or work of the Faculty, its examinations, discussions, correspondence, examinations or other business. On no account must confidential information be divulged to anyone other than authorised persons. If in doubt, the post holder should seek advice from a senior officer of the Faculty

Breaches of confidentiality may result in disciplinary action.

Health and Safety, Security, Equal Opportunity and Improving Working Lives

Health & Safety/Security

It is the duty of every post-holder to adhere to the Health & Safety Policy and work in such a way that risks are identified and accidents are avoided, this applies to the individual as well as colleagues. Any concerns must be brought to the attention of the faculty office and the Registrar as soon as is practicable.

It is the individual's responsibility to ensure the Faculty's work is undertaken in a secure environment and bring any breach of security or confidentiality to the attention of the Faculty office and the Registrar.

Equal Opportunities, Respect and Dignity at Work, and Improving Life at Work

The FFLM is committed to:

- equality of opportunity and diversity in the workplace; all Faculty post-holders, as well as salaried staff are responsible for ensuring that this is delivered in practice

- respect for others: all Faculty postholders, and salaried staff must know what is expected of them and ensure that demonstrate consideration and respect for all with whom they have contact.

The FFLM will not tolerate any form of bullying or harassment and will investigate any reports of such behaviour and institute disciplinary action where appropriate.