VICE PRESIDENT LEGAL MEDICINE

ROLE DESCRIPTION

The Faculty of Forensic & Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians (RCP). It is a registered charity founded 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 Vice President Legal Medicine
Agreement:	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
Committee Responsibilities:	Chair of the Membership and Fellowship Committee (MFC)
Staff Support:	Finance and Membership Officer
Key relationships:	Registrar Senior officers Board members MFC members FFLM members and prospective members FFLM and IFAS staff
Working Hours:	The time commitment will vary — including chairing the MFC bi-monthly — but is estimated at one to three hours a week, depending on the time of year.
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.

Responsibilities

- To adhere to the Terms of Reference of the MFC.
- To act as a Trustee for the FFLM. See Responsibilities of a Trustee.
- With the President and other Senior Officers of the FFLM, contribute to the work of the MFC and other FFLM work, as necessary.
- To review and consider applications of membership to the FFLM.
- To raise the profile of the FFLM. This may be achieved by highlighting the standards, guidance and recommendations published and promoted by the FFLM.

Activities

- To chair bi-monthly MFC meetings and to be responsible for the management of all actions resulting from it.
- To represent the FFLM at relevant meetings which may include working with relevant Royal Colleges/Faculties and/or other Professional Organisations and Societies, the criminal justice system, including the police, other statutory and voluntary organisation.
- To develop a strong knowledge of the FFLM and to attend relevant meetings, such as the Board, Senior Officers / Vice Presidents meeting (SO/VP), MFC and Academic Committee (AC) meetings.
- The post-holder will receive an annual review covering this aspect of their work, which will then contribute to their annual appraisal.

Organisational Structure

Board
↓
President
↓
Vice President

Key job-specific responsibilities are to:

1. To chair the MFC committee.
2. To review and consider application of membership of FFLM.
3. To promote the membership provided by the FFLM.
4. To appoint new MFC committee members.
5. To co-ordinate the review or update with the timetable of MFC meetings.
6. To ensure that decisions of the MFC committees are implemented.
7. To ensure when the post-holder demits office, there is a verbal and written handover to the new post-holder.

Person Specification

	Essential	Desirable
Relevant Qualifications and Experience	On the GMC/GDC/HCPC/NMC register with a licence to practise Is currently working within Legal Medicine or has done so within the last year. Holds Licentiate, Membership or Fellowship of the FFLM	Holds/or has held a Leadership role, or a Clinical Lead/Director role. Holds additional 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 Clinical 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/HCPC/NMC, 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

Individuals will not share information outside the FFLM without permission.

Use passwords when required e.g., during 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 postholders, 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 they 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.