

Appointment of the Editor of The Registrar

Applications are invited from any current psychiatric trainee (either core or higher) for the position of Editor of *The Registrar*, which is the magazine of the Psychiatric Trainees' Committee (PTC). It is published on the College's website three times a year, which every psychiatry trainee in the UK is alerted to via email.

The role of Editor offers an exciting opportunity for the successful candidate to develop the format of this publication under the guidance of the PTC and an editorial board.

The successful applicant will be co-opted to the PTC (i.e., become a non-elected member) for a period of up to two years (ending at Congress 2025) and is expected to attend a minimum of three meetings a year. In addition, the newly appointed editor will have the responsibility of offering support and mentorship to the editor(s) of *futurePsych*, the newsletter for student associates of the College. They should also maintain a familiarity with College policies and views and ensure they stay committed to the College values.

Please check that you meet the person specification below.

To apply, please e-mail the following **two** documents (as attachments) to ptcsupport@rcpsych.ac.uk with 'Application for the Editor of 'The Registrar'' as the subject. The closing date for applications is **26 April 2023** and applicants must be available for an online interview for **03 May 2023**.

Please include:

- 1) An up-to-date Curriculum Vitae.
- 2) An article (maximum 500 words), produced in the style of a magazine feature, outlining what you will bring to the role of Editor of *The Registrar* and your reasons for applying.

If you are successfully shortlisted, an interview with both PTC and College Officers will take place via Microsoft Teams.

If appointed, you will be expected to attend PTC meetings (your travel expenses will be covered, where necessary).

Previous editions of The Registrar can be found [here](#).

JOB DESCRIPTION: EDITOR OF *THE REGISTRAR* NEWSLETTER (AND CO-OPTED MEMBER OF THE PSYCHIATRIC TRAINEES' COMMITTEE)

The PTC is looking for a motivated, articulate and organised individual to serve for a period of up to two years, during which they assume responsibility for compiling, formatting and editing three issues per calendar year of the PTC magazine/newsletter *The Registrar*. They will be expected to attend online meetings.

The editor will also serve as a co-opted member of the PTC and will be expected to attend four meetings during a year.

Key Responsibilities

1. To lead the process of producing *The Registrar* three times a year. It is envisaged that immediate future issues will be based largely upon the current format. However, the new incumbent will be encouraged, under the guidance of the PTC and editorial board, to consider improvements or developments in terms of content, appearance and format, as they deem appropriate.
2. Attend and contribute to:
 - PTC meetings (four per year, including one election meeting) as a co-opted member
 - Editorial meetings for *The Registrar* (predicted to be one per issue, so three per year).
 - o At each meeting for *The Registrar*, the editor will be encouraged to give a report to the committee outlining the content of the upcoming edition and receive feedback on any specific PTC related material needing to be included.
3. To commission, compile, edit and write material for three issues of *The Registrar* per year.
4. Source magazine collaborators – setting and managing their briefs and deadlines, providing feedback and chasing up submissions, if necessary.
5. Support the Chair, Vice Chair and Secretary in their respective roles by facilitating communication, via *The Registrar*, with the wider membership.
6. Take on the responsibility of offering support and mentorship to the editor of *futurePsych*, the newsletter for student associates of the college.

Person Specification

The applicant *must* be a PMPT or a member of the College, a psychiatric trainee, working in the UK, and have the following attributes:

1. Ability to write/edit in a coherent, accessible and engaging style, showing consideration of the intended audience and not excessively imposing their personal views.

2. Possess an active interest in keeping up to date with topics and issues relevant to psychiatric trainees, demonstrating understanding of the diversity of trainee experiences across the UK.
3. Ability to work regularly to deadlines and balance these against the demands of psychiatric training.
4. Team working and networking capabilities.
5. Excellent organisation and communication skills (written and verbal).
6. Willingness to understand and learn about the College's activities, objectives, and regulations.
7. Ability to call on a network of personal contacts for information, opinions and advice.

RCPsych Values

Our [values](#) underpin everything we do. Below are each of the values we expect from our staff and members involved in College work.

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities, and developmental disorders

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new and, where possible, evidence-based ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability

Collaboration

- Work together as 'One College' – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's Core Values for Psychiatrists