

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	RCPsych International Congress Co-Chair x2
TERM OF OFFICE:	Four years
RESPONSIBLE TO:	Associate Dean for Advanced Learning and Conferences
WORKING WITH:	Fellow Congress Co-Chair, Congress Executive, Congress Advisory Board, Congress Manager, Head of Events and other RCPsych events staff
RESPONSIBLE FOR:	N/A
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	One hour Congress Executive meeting once a month. Two Congress Advisory meetings per year. Day long programme meeting annually. Review of all Congress submissions and creation of commissioned sessions Regular email contact with Congress Manager. Attendance at all four days of Congress.
SALARY:	Voluntary

JOB PURPOSE

Support and advise the College's Centre for Advanced Learning and Conferences, primarily the Congress Manager and Head of Events in the overall educational content and strategic direction of the College's International Congress, which takes place over four days annually.

KEY RESPONSIBILITIES

1. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. Plan and deliver a high quality and balanced scientific programme representative of the specialty and those that work within it
3. Appoint Executive Committee, Advisory Board and Poster Judges
4. Review and score all Congress submissions
5. Review and plan Congress fringe programme
6. Ensure the financial viability of the congress in collaboration with College staff
7. Propose and invite keynote speakers

8. Identify gaps in the programme and commission and plan sessions if necessary
9. Advise on location and event dates in collaboration with the Head of Events and Congress Manager.
10. Help publicise the event wherever possible
11. Advise and suggest innovations to keep the Congress relevant
12. Open the Congress with a short introductory talk
13. Attend monthly planning meetings

PERSON SPECIFICATION

Essential

- Must be a Member, Fellow, Specialist Associate or Affiliate of RCPsych
- Extensive experience of successfully creating scientific programmes for conferences at divisional, regional, national or international level
- Experience successfully managing multiple stakeholders and balancing competing demands
- Understanding of the educational needs of the psychiatric workforce.
- Experience of working within College structures
- Strong professional networks
- Ability to chair meetings and advocate for the best interests of College

THE COLLEGE VALUES

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, 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'.

INTERNAL COLLEGE CONTACTS:
<ul style="list-style-type: none">• Department: Centre for Advanced Learning and Conferences• Section/Project: International Congress• Name of Contact: Katie Newton• Job Title: Congress Manager

October 2023