**THE ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Lead Editor, Child and Family Public Engagement Editorial Board (CAFPEB)

**TERM OF OFFICE:** Five years

**RESPONSIBLE TO:** Chair of the Public Engagement Editorial Board (PEEB)

**WORKING WITH:**

 **Governance** Registrar

 **Management** Director of Strategic Communications, Mental Health Information Officer

**RESPONSIBLE FOR:** Editors of CAFPEB

**ELECTED/APPOINTED:** Appointed

**TIME COMMITMENT:** Approximately 1 day per month, with potential for more time commitment within the first 3-6 months of the role

**SALARY:** Voluntary

**JOB PURPOSE**

The Lead Editor for CAFPEB will lead on the strategic output of the College’s mental health information for children, young people and involved adults (whether parents, carers or professionals).

The Lead Editor will work with the three editors on CAFPEB, the Chair of PEEB, under which CAFPEB sits, and the Mental Health Information Officer to strategically plan the outputs of the information, and to ensure that children and young people are represented in the information produced by the College.

**KEY RESPONSIBILITIES**

1. Lead meetings of CAFPEB, which will be held four times per year either remotely, or elsewhere.
2. Lead an annual planning meeting, and from that make a set of recommendations to the Chair of PEEB on key priorities for developing CYP resources in each 12-month period, ensuring adult and CYP materials are aligned.
3. Provide oversight of ongoing resource development, working closely with the Mental Health Information Officer to ensure all resources have the right level of input from topic experts.
4. Follow and promote the established College processes for producing high quality patient and carer information resources.
5. Uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

**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’.

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| **INTERNAL COLLEGE CONTACTS:** |
| * Department: Strategic Communications
* Section/Project: Patient and carer information resources
* Name of Contact: Holly Davis-Bollard
* Job Title: Mental Health Information Officer
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**PERSON SPECIFICATION**

**Essential**

The Lead Editor should demonstrate skills and experience in the following areas:

* An understanding of the approaches needed to support high-quality patient and carer information for children and young people.
* Experience of working collaboratively with patients and carers and ensuring their experiences of care are meaningfully considered.
* Championing the voices of children, young people and involved adults.
* A focus on creating a set of resources that serve a fully comprehensive support function for patients and carers, and working collaboratively with the Chair of PEEB to ensure adult and CYP resources are aligned.
* Ability to compromise on their own views to ensure the College’s position is reflected.
* To liaise where appropriate with the Faculty of Child and Adolescent Psychiatry to understand the priorities of information for children and young people.

**January 2022**