



Faculty of  
**Medical Leadership  
and Management**

# **FMLM Trainee Steering Group**

## **Communications Lead Recruitment Pack**

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## ADVERTISEMENT

The Faculty of Medical Leadership and Management (FMLM) is offering the opportunity for trainee members to join the Trainee Steering Group (TSG). The TSG is a group responsible for representing the views and interests of trainee members within FMLM. The purpose of the TSG is to promote the values of FMLM to trainees and to provide strategic direction for medical leadership and management for its trainee members.

FMLM is currently inviting its trainee members to apply for the position of Communications Lead.

As the Communications Lead you will:

- Be encouraged and supported to promote and highlight the work of the TSG and FMLM, expanding the influence the TSG has regionally, nationally, and internationally.
- Develop innovative ways of showcasing TSG work.
- Work collaboratively with the Chair and other TSG members, relevant FMLM staff members and external stakeholders, whilst supporting other TSG members with promotion of their projects and events.
- Contribute to the overall direction of the TSG, ultimately representing trainee leadership and management on behalf of FMLM.
- Contribute to the expansion of existing trainee networks.
- Promote trainee medical leadership and management within healthcare in line with the TSG vision and FMLM leadership and management standards, whilst seeking opportunities to liaise with external organisations to support trainee leadership development.

In addition, there is an opportunity for significant professional and personal development via access to FMLM training opportunities, mentorship, and experiential learning through leading and delivering projects. The FMLM is committed to developing leadership and management among trainees. Joining the TSG will give you the chance to have your say on how this is achieved and delivered.

**Eligibility:** UK-based trainees (doctors in training), with FMLM membership at the time of application.

**To Apply:** Applications are made by returning the application form below to [tsg@fmlm.ac.uk](mailto:tsg@fmlm.ac.uk), copying to [tsg.chair@fmlm.ac.uk](mailto:tsg.chair@fmlm.ac.uk) by **29<sup>th</sup> September at 6pm**. Interviews will commence at the point at which potentially appointable applicants have been received, and so the application window may close before this date, or extend after 29<sup>th</sup> September.



## APPLICATION FORM

### Personal Details

Full name

FMLM number

Position applied for

Year of primary medical  
qualification

Grade and speciality

Hospital and deanery

Expected CCT date

Email

Telephone number

### Please answer the following questions:

Why are you interested in this role? (200 words)

What previous experience makes you suited to the role? (200 words)



Tell us about a time when you have led change or service development: (200 words)

**Referee**

Please provide the details of a referee; the referee may be contacted to aid decision-making or to confirm details supplied in this application.

Applications are made by returning the application form to [tsg@fmlm.ac.uk](mailto:tsg@fmlm.ac.uk), copying in [tsg.chair@fmlm.ac.uk](mailto:tsg.chair@fmlm.ac.uk)

**Thank you for taking the time to complete this application.**

## INTERVIEW STRUCTURE

Successful applicants will be invited to participate in a **short informal interview** one evening at some point between **7pm and 9.30pm** during a weekday. If these times are unsuitable, we will do our best to accommodate you. The interview will be conducted by 2-3 existing TSG members and will last around 20 minutes. The interview also offers you an opportunity to discuss any questions you may have regarding FMLM and the TSG.

The interview follows a value-based recruitment model, with questions focusing on the themes outlined in the table below.

QUESTION THEMES
Commitment to medical leadership & management & its role in healthcare.
Knowledge & understanding of the FMLM, the TSG & its activities.
Organisation, self-motivation & innovation.
Inclusive, reflective & accountable team member.

## TERMS OF REFERENCE

### FMLM Trainee Steering Group

#### 1. Purpose

The TSG is a representative group ensuring the views and interests of trainee members are represented to FMLM. Its purpose is to promote FMLM's values to trainee members and to provide a strategic direction for medical leadership and management for its trainee members. The TSG also promotes the value of trainee leadership within healthcare and the need to always achieve equity of opportunity.

#### 2. Composition of the committee

The composition of the committee represents the diversity of its membership:

ROLE	TERM	APPOINTMENT
Chair (TSG executive member)	Two years (Plus, six-month handover period if required)	Internal application, appointed by ballot, TSG members as voting members
Deputy-chair (TSG executive member)	Two years	Internal application, appointed by ballot, TSG members as voting members
General Secretary (TSG executive member)	Two years (Plus, a six-month handover period if required)	Internal application, appointed by ballot, TSG members as voting members
Communications lead	Two years	Competitive external application (current TSG members also eligible to apply through this process)  Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at least two members of the TSG (one of which



		will usually be the Chair or Vice-Chair, except if there is a conflict of interest)
Inclusion Lead (in addition to Regional Lead role)	Two years	Self-nomination, internal vote
International Medical Graduate Lead	Two years	Competitive external application (current TSG members also eligible to apply through this process)  Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at least two members of the TSG (one of which will usually be the Chair or Vice-Chair, except if there is a conflict of interest)
Regional/devolved nation/other Lead(s) to include: <ul style="list-style-type: none"> <li>• Armed Forces</li> <li>• Two Scotland members (South and North leads)</li> <li>• Two Wales members (North-West and South-East co-leads)</li> <li>• Northern Ireland</li> <li>• Three North of England members; North Central, Northwest, Northeast leads</li> <li>• Midlands</li> <li>• East of England</li> </ul>	Three years	Competitive external application (current TSG members also eligible to apply through this process)  Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at least two members of the TSG (one of which will usually be the Chair or Vice-Chair, except if there is a conflict of interest)





<ul style="list-style-type: none"> <li>• Three South of England members; Southwest, Central and Southeast</li> <li>• London</li> </ul>		
<p>Deputy Regional Leads (As applicable)</p>	<p>Three years</p>	<p>Being phased out</p>
<p>Foundation Lead</p>	<p>Two years if recruited as a Foundation Year 1 doctor.  18 months if recruited as a Foundation Year 2 doctor – potential to extend based on external review if taking an ‘F3’ year for a further 1 year only</p>	<p>Competitive external application (current eligible TSG members are also eligible to apply through this process)  Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at least two members of the TSG (one of which will usually be the Chair or Vice-Chair, except if there is a conflict of interest)</p>
<p>FMLM’s National Medical Director’s Clinical Fellow (non-appointed deputy chair)</p>	<p>1 year</p>	<p>Appointed by the FMLM</p>

### 3. Meetings

Meetings will be chaired by the Chair and in their absence, the deputy-chair, or another appointed deputy. Decisions will be made on consensus where warranted. Voting rights are available to all members of the TSG, except for the FMLM Clinical Fellow.



Prior to meetings, all leads are expected to submit progress reports, unless advised otherwise by the Chair. The committee will meet virtually at least three times a year and will meet twice in person where possible. The inability to attend meetings due to other commitments, both professional and personal, is anticipated, along with exceptional circumstances. In such circumstances, members are requested to send their apologies to the Chair and the General Secretary with as much notice as possible.

#### **4. Minutes**

Minutes and actions of each meeting will be recorded and circulated; this will be the responsibility of the General Secretary. It is the responsibility of each TSG member to review the minutes and complete the actions required.

#### **5. Remit**

To fulfil the aims of TSG, the activities of the committee include, but are not limited to mentoring, coaching, conferences, seminars, events, policy, publications, representation, social media, webinars, and leadership development. Through these activities, TSG members will:

- Promote and signpost FMLM services and TSG workstreams that support trainee development.
- Contribute to the development of projects and workstreams designed to promote trainee leadership and management development and the value of trainee leadership.
- Support emerging trainee medical leaders and trainees interested in developing leadership skills.
- Align with FMLM and support local, regional, and national evidence-based initiatives that promote good leadership and management practice.
- Strengthen and promote inclusivity at all levels by:
  - Helping members to recognise their leadership capabilities.
  - Contributing to equality, diversity, and inclusivity workstreams.
  - Acting as an active ally, opportunistically highlighting where equity can be achieved through TSG work.
  - Promoting flexibility and other ways to promote equity of access to leadership and management development opportunities and roles.
  - Supporting applications for FMLM Associate Fellowship.
  - Promoting trainee networking at FMLM's annual in-person conference.
  - Signposting trainees to national, regional, and local events that support best practices in medical leadership and management.



## **6. Remuneration**

All roles as part of the FMLM TSG are voluntary and non-remunerated. Individuals are eligible to claim expenses for travel and subsistence costs necessarily incurred in line with the relevant FMLM policies. We strive to provide benefits to TSG members and recognise your services, such as bespoke group leadership development sessions and events, discounts to FMLM events, ARCP recognition letters and networking opportunities alongside opportunities to participate in unique projects.

## **7. Time commitment**

The TSG members are expected to actively engage with the work of the committee and must ensure they are able to devote enough time to ensure the satisfactory discharge of their duties. Members are strongly encouraged to liaise with the TSG Chair if there are professional or personal commitments or challenges which may affect their ability to contribute to the TSG as below.

The estimated time commitment for the communications lead role will be approximately 2-3 hours a week on average. This may fluctuate based on the launch of TSG projects and materials and external events. We aim to provide a compassionate, flexible, and supportive environment to help enable you in your role.

As part of this approach, we have introduced internal processes to best enable you in your role and to ensure the work of the TSG progresses as our trainee members need it to. We recognise that trainees often encounter unexpected issues which require their time and attention elsewhere and we are keen to provide an understanding and supportive environment as much as is feasible to do so.

You will be expected to communicate with the Chair as soon as possible (ideally prospectively) regarding any current or foreseeable issues which will significantly affect your ability to fulfil your role, outlining how this will affect your work and the projected length of time affected or time at which you will check in again with an update on your availability. You are not expected to provide detailed reasons for the issues affecting you, and confidentiality will be maintained at all points.

If you do not communicate with the Chair as above, and if you have not attended a TSG meeting, contributed to TSG work or discussions or demonstrated activity within your appointed role for three months, the Chair will contact you to check whether they can provide further support and better



enable you within your role, whether there are temporary matters affecting your engagement and so on. This will be done in a sensitive, constructive way, discretely. If you do not respond to this communication in any form within one month, you will be regarded as having stepped down from your role.

Should you respond and be found to have had no exceptional reasons and continue to contribute to work within the remit of your role within the following three months, the Chair will contact you again. At this point, it will be clarified if any subsequent exceptional circumstances have occurred and if not, you will be asked to step down from your role.

## **8. Accountability framework**

TSG members (and their associated activities) are accountable to the TSG Chair, who in turn reports to FMLM's Senior Leadership Team (SLT) regularly, usually on a monthly to bimonthly basis.

Your behaviours and approach to your role should be in keeping with the FMLM Leadership and Management Standards and [Code of Conduct](#).

Formal publications, for example, peer-reviewed publications or publications via the FMLM, will follow FMLM's internal procedure for ratification.

## **9. Role specification**

If deemed necessary, amendments, modifications and variations of the role specification can be instigated through discussion and agreement between the relevant parties, usually the individual within the current role and the executive team.

## **10. FMLM support**

On appointment to the role, the FMLM will provide a **copy of the terms of reference** and an appointment letter. An annual summary letter will be provided for evidence of the role and achievements, which can be displayed in your portfolio for ARCP reasons, in addition to an end-of-role letter.

## TSG COMMUNICATION LEAD PERSONAL AND ROLE SPECIFICATION

PERSONAL SPECIFICATION FOR ALL TSG ROLES		
	Essential	Desirable
<b>Academic &amp; Professional</b>	<ul style="list-style-type: none"> <li>• Doctor in training within the UK</li> <li>• Member of FMLM</li> </ul>	<ul style="list-style-type: none"> <li>• Extra-curricular qualification in management/clinical leadership</li> <li>• Opportunities sought for experience in management/clinical leadership</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of the aims and aspirations of the TSG and FMLM</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at FMLM/TSG events or relevant leadership and management events</li> </ul>
<b>Interests</b>	<ul style="list-style-type: none"> <li>• Demonstrates ongoing interest in leadership and management</li> </ul>	<ul style="list-style-type: none"> <li>• A track record of consistent involvement in management and leadership projects</li> <li>• A track record of consistent work within any leadership roles held in the past</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability work in a transparent, efficient, and accountable manner as a team player</li> <li>• Experience of actively participating in events, committees, activities, or projects</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing/leading teams at a local/regional/national level</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Excellent ability to communicate and work within virtual teams.</li> <li>• Evidence of being reliable, organised, and self-motivated, clearly demonstrating initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think creatively and innovatively.</li> <li>• To generate and positively contribute ideas, suggestions, and feedback</li> </ul>



	<ul style="list-style-type: none"> <li>• Fosters a culture of continuous improvement.</li> <li>• Open to the perspectives of others and works well in a team.</li> <li>• Responsive and proactive</li> <li>• Compassionate and always demonstrates civility.</li> <li>• Able to commit sufficient time to discharge the duties of the role</li> </ul>	
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**ROLE SPECIFICATION FOR COMMUNICATION LEAD**

<b>Remit</b>	<p>Accountable to the Chair, the Communication Lead is responsible for:</p> <ul style="list-style-type: none"> <li>• Representing the TSG through internal and external communications including helping to design and deliver advertisements of TSG and wider, relevant FMLM events, projects, recruitment rounds and materials.</li> <li>• Helping contribute to organising and designing content for the FMLM newsletters and LinkedIn feed.</li> <li>• Collaboration with the FMLM Comms and Marketing Manager</li> <li>• Helping to contribute to the design and collation of content for the TSG webpages on the FMLM website.</li> <li>• Maintaining an active and popular TSG Twitter account</li> <li>• Openness to future innovative changes in communication modes</li> <li>• Regular engagement with TSG via email, WhatsApp group messaging, conference calls and face to face meetings with the submission of progress updates prior to TSG meetings.</li> <li>• Contributing to TSG workstreams to deliver the TSG strategy.</li> <li>• Supporting the growth of the FMLM trainee member base and trainee interaction with the TSG</li> <li>• Helping to raise the national and international profile of the TSG, building new links and networks through which to highlight the work of the TSG.</li> <li>• Liaising with the FMLM communications lead and other relevant staff, TSG, and Medical student Steering Group (MSG) members were indicated.</li> </ul>
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	<ul style="list-style-type: none"><li>• Helping with advertisement of TSG events such as the webinar programme, Twitter book club and contribute to FMLM conference TSG sessions or national TSG events.</li><li>• always Promoting FMLM's values and vision.</li></ul>
<b>Eligibility</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Ability to work well and communicate with others at all levels.</li><li>• A track record of participation in project work, with emphasis on management and leadership remit.</li></ul> <p><b>Desirable</b></p> <p>Experience of other leadership or representative roles in a regional or national setting.</p> <p>Experience of roles with a communications-based focus such as social media lead or webpage design</p>

## STATEMENT OF INCLUSIVITY

The TSG strives to ensure that equality, diversity, and inclusivity is embedded in all that we do, firmly believing that our collaborative efforts and activities are stronger and more innovative the more diverse and inclusive we are as a committee. It also ensures that we better reflect the views and needs of aspiring trainee leaders, as well as the patients we serve in our clinical roles.

To the TSG, diversity and inclusion is an essential aspect of our work. We are committed to progressing our vision through our TSG Equality, Diversity, and Inclusivity Strategy, and via the introduction of a values-based approach to recruitment. We also promote inclusive leadership through our various activities, for example, the TSG Leadership Commitment promotes access to leadership opportunities which incur no personal financial commitment or investment of non-working time, for all trainees. We also ran the first of our Inclusive Leadership Webinar in Winter 2021 with extremely positive feedback and have since appointed a dedicated Inclusivity Lead.

However, TSG acknowledges that inclusivity and equity of opportunity can be highly individualised and personal in nature, so, how does this relate to the TSG recruitment process?

We are currently working towards providing alternative means to submit applications, and ways to minimise potential unconscious bias, such as unconscious bias training for members of the TSG.

After receiving your application, it will be blinded prior to being reviewed. We aim to interview as many applicants as we can and provide interview question themes in advance to assist with preparation. To aid recruitment planning we provisionally schedule interview dates in advance, but if these do not suit, we will try to re-organise to a more convenient date and time for candidates where possible.

For our current round of recruitment, we are also trialling means to enable applicants with protected characteristics to support diversity and inclusion. If you identify as having a protected characteristic, please feel able to approach the TSG for a discussion about the recruitment process prior to the application deadline or interview.

During the interview you may request a break (at any point) and for any question to be repeated, or the meaning of words or phrases clarified. If you require further adjustments to the interview





process, please inform us in advance and we will do our best to accommodate you. Any personal information discussed as part of the application or interview process will be kept confidential.

Everyone is welcome on the TSG. We look forward to receiving your applications and inviting any feedback on how we can improve our recruitment and interview process further.