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 electronically four times a year, e-mailed to every psychiatry trainee in the UK, and added to the RCPsych PTC website. This will be an exciting opportunity for the successful candidate to develop the format of this publication under the guidance of the PTC.

They will also be co-opted to (i.e. become a non-elected member of) the Psychiatric Trainees' Committee (PTC) for a period of 2 years (ending Congress 2022). In addition, the newly appointed editor will also have a responsibility to offer support and mentorship to the editor of *futurePsych*, the newsletter for student associates of the college.

Please check that you meet the person specification below.

To apply, please e-mail the following two documents as an attachment to ptcsupport@rcpsych.ac.uk with 'Application for the Editor of 'The Registrar'' as the subject. The closing date for applications is **30th June 2020.**

Please include:

1) An up-to-date Curriculum Vitae

2) A one-page A4 article outlining what you will bring to the role of Editor of *The Registrar* and reasons for application, done in the style of a magazine feature.

If you are successfully shortlisted, an interview with Officers from the Psychiatric Trainees' Committee will take place via Microsoft Teams during the following week.

If appointed, you will be expected to attend the PTC annual meeting (your travel expenses will be covered). You will be expected to attend PTC Committee meetings which usually take place at the College building in London.

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 two years, during which they are and assume responsibility for compiling, formatting and editing the quarterly PTC newsletter *The Registrar.* They 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* four times a year. It is envisaged that future editions will initially be based largely upon the current format, but the new incumbent will be encouraged, under the auspices of the PTC, to alter the appearance, content, and format as they deem appropriate
2. To attend as a co-opted member at all PTC meetings (four per year, including one election meeting).
3. To commission, compile and edit material for future editions
4. At each meeting 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.
5. To support the Chair, Vice Chair and Secretary in their respective roles by facilitating communication, via *The Registrar*, with the wider membership.
6. The newly appointed editor will also have a responsibility to offer 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 cohesive, accessible style without imposing individual views excessively.
2. Ability to work regularly to deadlines
3. Team working and networking capabilities.
4. Excellent organisation and communication skills (written and verbal).
5. Willingness to understand and learn about the College's activities, objectives, and regulations.
6. Ability to call on network of personal contacts for information, opinion and advice.