13 NOVEMBER 2026

Register
of Chinese
Herbal Medicine

CHIEF EXECUTIVE OFFICER

CANDIDATE INFORMATION PACK



ABOUT THE RCHM

The RCHM is a membership organisation, founded nearly 40 years ago to support, promote and regulate the safe practice of Chinese Herbal Medicine in the United Kingdom. A full list of objects of the organisation can be found on page 3 of the Articles of Association. The RCHM is a Company Limited by Guarantee (company number 14001848).



The practice of herbal medicine in the UK is not currently statutorily regulated by the government. The RCHM is the only UK organisation responsible for self regulating all aspects of Chinese Herbal Medicine to a high standard. This provides significant reassurance to government bodies such as the Medicines and Healthcare Regulatory Authority (MHRA) as well as the public who receive treatment from RCHM members. The RCHM is assisted in this regulatory role by its membership of the European Herbal and Traditional Medicine Practitioners Association (EHTPA) which has direct communication with government bodies and also manages accreditation for courses that qualify graduates for membership.

The RCHM has an 'Approved Supplier's Scheme' which relies on regular audits of herbal medicine suppliers to ensure safety, quality and sustainability of herbal medicine supply to practitioners. RCHM practitioners are subject to a strict code of

ethics, violations of which can result in disciplinary measures. RCHM members commit to ongoing CPD to make sure that their training is up to date.

The RCHM supports practitioner members in a variety of ways. Resources and training are provided in order to support members to practice legally and safely. The RCHM organises a CPD programme, a conference and publishes a bi-annual online journal. The RCHM fosters a vibrant and supportive community for member interaction both in person and online by means of the RCHM private practitioner share group.

The RCHM has an active PR strategy promoting Chinese Herbal Medicine practice to the public and institutions and promoting EHTPA accredited courses to prospective students.

The RCHM collaborates closely with a number of other organisations. It is a member of the EHTPA, which maintains professional standards across the various traditions of herbal medicine practice in the UK and the Herbal Alliance, a larger umbrella organisation, that promotes the cause of herbal medicine practice in the UK. The RCHM also has close links with the British Acupuncture Council, with half of its members being dual members in both organisations. The two organisations had a joint safe practice policy during the Covid era and have shared their Annual Conference for the last three years. The RCHM provides funds for the Bristol Chinese Herb Garden which is also affiliated with the University of Bristol.

LIST OF CURRENT EMPLOYEES AND REMUNERATED ROLES IN THE RCHM

- ***Chief Executive Officer***
- Operations Manager
- President
- Finance Officer
- Digital Engagement Officer
- Conference Lead
- Research Summary Compiler
- Safe Practice Officer
- Journal Editor
- Journal Designer
- Head of Materia Medica & Approved Suppliers Scheme

LIST OF RCHM COMMITTEES

- Pay Review Committee
- Professional Ethics Committee
- Research Award Committee
- Recruitment & Nominations Committee

RCHM COUNCIL

- Board of 9 Company Directors

Includes:

- *President (Chair)*
- *Finance Officer*

JOB DESCRIPTION

Position	**Chief Executive Officer (CEO)**
Reporting to	RCHM Council as the Board of Directors. Day-to-day line management by the President on Council's behalf.
Responsible for	Line management of the Office Manager and other employees assigned to the role; coordination and oversight of contractors and volunteers within agreed arrangements.
Contract type	12 month fixed-term appointment (with a view to renew), flexible part-time 21hrs/wk
Salary	£24,000 per annum actual salary (Approximately £40,000 full-time equivalent, based on a 35hr working week)

THE ROLE

Main responsibilities

To develop and deliver Council-approved strategy, lead effective operations and organisational improvement, and strengthen partnerships in support of the RCHM's objectives, member interests and public protection.

Strategy and organisational development

- Lead a review of organisational priorities, member needs, resources and the external environment, consulting Council, staff and members as appropriate.
- Continue developing a forward looking strategy and costed delivery plan for Council approval, with clear priorities, responsibilities, milestones and measures of success.
- Review organisational structures, processes and delegated responsibilities; recommend improvements and implement agreed changes.
- Provide Council with clear options, evidence, financial implications and risk assessments to support decisions.
- Monitor delivery and report progress, constraints and emerging risks, recommending adjustments where needed.

Partnerships and external relationships

- Maintain and strengthen the RCHM's established relationships with professional, regulatory, educational and other relevant organisations, building on existing collaborations.
- Explore opportunities for joint initiatives, shared services and closer collaboration that support standards and make effective use of resources.
- Assess potential benefits, costs, risks and governance implications, and develop proposals for Council consideration.
- Represent the RCHM within agreed authority and support the President in advocacy and external engagement.

Governance and accountability

- Support Council in fulfilling its governance responsibilities through timely papers, performance reports and decision records.
- Maintain a clear distinction between Council's oversight and the CEO's delegated operational responsibilities.
- Oversee the implementation and review of organisational policies, risk management and compliance arrangements, obtaining specialist advice where required.
- Support transparent member engagement and ensure significant proposals are referred for the approvals required by the Articles and agreed governance arrangements.

People and operational management

- Lead and support employees, setting clear objectives and providing proportionate supervision, appraisal and development.
- Coordinate contractors and volunteers, clarifying responsibilities, deliverables and reporting arrangements.
- Oversee reliable delivery of member services, communications, events and other agreed activities, working through those responsible for delivery.
- Improve systems and workflows to reduce duplication and protect capacity for strategic priorities.

Finance and resources

- Oversee and prepare budgets and financial forecasts for Council approval with help from the Finance Officer.
- Manage expenditure within agreed budgets and delegated limits, reporting variances and financial risks promptly.
- Review costs, income opportunities and the value of activities to strengthen financial sustainability.

Communications and professional standards

- Ensure members and stakeholders receive clear, accurate and timely communications.
- Support the delivery of professional standards and the effective operation of relevant committees and specialist functions, respecting their decision-making responsibilities.
- Promote evidence-informed, responsible communication about Chinese herbal medicine and the RCHM's work.

Undertake other reasonable duties appropriate to the role, skills and experience, within the agreed working hours and organisational priorities. This description will be reviewed in consultation with the postholder.

PERSONAL SPECIFICATION

ESSENTIAL CRITERIA:

- Evidence of developing strategy and translating it into deliverable plans with measurable outcomes.
- Experience of leading organisational improvement or change, including engaging people and managing competing priorities.
- Experience of working effectively with a board, council or comparable governing body, with an understanding of governance, accountability and delegated authority.
- Ability to prepare and manage budgets, interpret financial information and make sound decisions about resources.

- Experience of leading people and coordinating delivery across a small team or a comparable setting.
- Ability to build partnerships, influence constructively and develop shared objectives with external organisations.
- Ability to work diplomatically with colleagues, Council members and external partners; handle challenging issues respectfully, respond constructively and build consensus while maintaining professional boundaries.
- Clear written and verbal communication, including preparing concise proposals and reports for decision makers. Digital literacy and familiarity with AI tools useful in assisting administrative responsibilities.
- Sound judgement, discretion and the ability to identify risks and seek specialist advice when appropriate.
- Commitment to professional standards, public protection and the responsible development of Chinese herbal medicine, with a willingness to develop sector knowledge.

DESIRABLE SKILLS:

- Leadership or senior management experience in a professional membership, voluntary regulatory, healthcare, governance or related organisation.
- Experience of reviewing governance arrangements, organisational structures or operating models.
- Experience of developing joint initiatives, shared services or formal partnerships between organisations.
- Experience of member engagement, professional standards, policy work or advocacy.
- Knowledge of Chinese herbal medicine or the wider complementary healthcare sector.
- A Chinese medicine qualification, RCHM membership and a particular academic qualification are not required although they would help understand the needs of herbalists. Relevant capabilities and achievements are the basis for assessment.

WORKING ARRANGEMENTS AND APPLICATION

Hours and salary

The role is 21 hours per week, worked flexibly by agreement, with availability for agreed team and Council meetings. The actual salary is **£24,000** per annum before deductions, equivalent to approximately £40k full-time equivalent on a 35 hour working week.

The role is primarily home-based within the UK, with occasional travel for meetings and events. Any evening or weekend commitments will be planned within the agreed working arrangements.

Initial twelve-month fixed-term appointment, with the intention of renewal. The role and working arrangements will be reviewed with the postholder before renewal, with any changes to contractual terms subject to mutual agreement.

Holiday entitlement, pension arrangements, probation, notice, travel expenses and other employment terms will be confirmed in writing before the successful candidate accepts the appointment.

Initial priorities

The CEO and Council will agree achievable objectives and sequencing at the start of the appointment. Expected priorities are to:

- Review current activities, finances, governance and operational capacity.
- Develop a focused strategy and costed delivery plan for Council approval.
- Recommend and begin implementing agreed improvements to structures, responsibilities and workflows.
- Review existing partnerships with colleagues and identify practical opportunities to strengthen collaboration and build on work already under way.
- Establish concise reporting on performance, finances and risks while maintaining core services.

APPLICATION PROCESS

If you are interested in applying for this rewarding role, please contact **recruitment@rchm.co.uk** for an application form.

The closing date for applications will be **Monday 21st December 2026**.

If you have any questions about the role or the process, please feel free to contact the RCHM Nominations Committee at **recruitment@rchm.co.uk**. We look forward to hearing from you.

Shortlisting outcome: Communicated by email

Interviews: January 2027

Anticipated start date: Jan/Feb 2027

Shortlisting and interviews will assess the published criteria. Candidates invited to interview will receive details of the format and any role-related task in advance. Panel members will be required to declare conflicts of interest.

An offer will be subject to satisfactory references and verification of the right to work in the UK.

Applicant information will be handled confidentially and in accordance with the our privacy policy supplied with the application materials.

