



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title – Engagement & Outreach Assistant (North)

Salary - £25,597

Contract Type – Permanent, Full-time (35 hours)

Location – University of Manchester site. We do require staff to spend minimum 20% of their time in the office. This is subject to role requirements.

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Royal College of Surgeons of England is looking for a highly organised Engagement and Outreach Assistant to join our thriving Outreach team. This role will be based at our Outreach Hub at the University of Manchester and provide effective administrative support to the College's membership engagement activities across the North, Midlands and Scotland.

This is an excellent opportunity for someone looking to develop a wide range of skills in administration, event organisation, project management, and communications. As membership engagement activities are a big part of what our team does, you would need to feel confident speaking to groups and delivering presentations.

This role involves some travel throughout the UK, overnight stays and some out-of-hours working.

Responsibilities

You will be responsible for:

- Arranging and providing administrative support for meetings and committees, our programme of Presidential Visits, and the recruitment and engagement of our regional representatives.
- Represent RCS England at events and assist with the delivery of key careers activities such as national surgical conferences and workshops for school students.
- Supporting the Head of Outreach with the management and coordination of the Outreach team's strategic objectives.

About you

- You should have GCSE English and maths or equivalent,
- You should be able to demonstrate strong administrative and stakeholder relationship building skills.

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a

period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Friday 26 April 2024

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.