



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title: Editorial Assistant

Salary: £24,930.00

Contract Type – Permanent, 35 hours.

Location - We fully support flexible working, either from our superb offices in Holborn or from home (subject to role requirements)

About us

The Royal College of Surgeons of England is the professional body for surgery. Our mission is to build the future of the surgical profession and improve the delivery of surgical care. We do this through education, training, examination, supporting surgical research and providing support and advice for surgeons at all stages of their careers.

About the role

The Royal College of Surgeons of England is looking for an Editorial Assistant.

Responsibilities

- Oversee International OSCE delivery
- System software implementation and bank management
- Assist with question writing events
- Co-produce the ICBSE Newsletter
- Deputise for Managing Editor

About you

- Ability to work independently and as part of a team
- Good interpersonal skills, including the ability to work with internal and external stakeholders
- Interest in and general understanding of editorial matters
- Ability to produce high quality and accurate written materials in a variety of formats
- Ability to prioritise and work on a number of projects simultaneously
- Ability to work to tight deadlines
- Willingness to learn new 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: 13 September 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.