



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title - Museums Supervisor (part-time) (x2 vacancies available)

Salary - £25,597 per annum, pro-rata

Contract Type - Permanent, part-time (0.5 FTE, 2.5 days)

Location - Holborn, Central London. This role will be based on-site.

About us

The Hunterian Museum at the Royal College of Surgeons of England reopened in May 2023, following a six year closure. In its first year it is set to welcome an expected 80,000 visitors. The College's Anatomy and Pathology Museum re-opened in 2022 and serves professional healthcare workers and students. The Hunterian Museum has been shortlisted for the Museums and Heritage Awards Best Permanent Exhibition 2023.

About the role

RCS England Museums is seeking a friendly and enthusiastic person who will provide the highest standards of customer care for all visitors to the Hunterian Museum and to the medical professionals and healthcare students visiting the Anatomy and Pathology Museum.

You will be responsible for welcoming visitors and answering their queries, encouraging purchase of museum goods and donations and undertaking audience evaluation and other administrative tasks relating to the operation of the Museums.

- Working a five-day fortnight or equivalent, including regular Saturdays and occasional bank holidays as required.
- Working hours: 7.45am - 3.45pm or 9.30am-5.30pm, in alternating weekly work pattern, and occasional evenings, as required.

Please see the job description for further details.

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: Wednesday 24 April 2024 (by noon)

Interviews will take place week beginning 07 May 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.