



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title: Project Coordinator (two roles)

Salary: £29,514 to £33,207 per annum depending on qualifications and experience

Contract Type: Full-time, Fixed Term Contract (2 Years)

Location: Central London/ Remote working

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 roles

The roles provide a unique opportunity to work at a new national centre of excellence to help strengthen NHS cancer services and reduce variation in care. The roles are based at the National Cancer Audit Collaborating Centre (NATCAN) within the Clinical Effectiveness Unit (CEU), jointly run by the Royal College of Surgeons of England (RCSEng) and the London School of Hygiene and Tropical Medicine.

The successful candidates will be responsible for providing efficient administrative and logistical support to a portfolio of national cancer audit projects which have multiple stakeholders and collaborators. The successful candidate will be expected to support the delivery of the national clinical audits including the delivery of quality improvement activities and outputs.

The post holders will work across multidisciplinary teams, including senior cancer specialists, clinical fellows, data scientists/statisticians and project managers, who together deliver national cancer audits and carry out practice-changing research into the how patients with cancer should be best cared for.

Responsibilities

- Develop and maintain effective working relationships with the multidisciplinary project teams and stakeholders to ensure the audits meet expectations and contractual deliverables.
- Ensure the effective running of internal and external meetings and events through detailed planning, organisation, preparation of papers and taking detailed minutes/actions.
- Support the delivery of project and programme activities so that the national clinical audits and related research projects achieve their deliverables on time.
- Monitor progress of audit activities and key milestones using project management techniques.
- Prepare progress reports and provide status updates to a variety of internal and external stakeholders.
- Support quality improvement activities of the project teams and the centre, organising meetings, events and workshops.
- Support the development and dissemination of effective communications across a range of channels (email, newsletters, website content and materials, social media) to ensure that stakeholders and hospital teams remain engaged with the audits and are aware of progress.
- Support and facilitate communication with, and the meetings of, the audit Patient and Public Involvement Forums.
- Participate in activities to publicise the work of the centre and the audits.

About you

We are looking for applicants with:

- Bachelor Level degree or able to demonstrate appropriate practical experience
- A recognised project management course/qualification, or have appropriate practical experience
- Highly organised, efficient and able to plan, prioritise and complete a challenging workload to agreed timescales

- Experience of coordinating activities for complex work programmes with numerous external stakeholders
- Experience of managing and supporting the delivery of projects to meet tight timelines
- Demonstrable project coordination skills with evidence of organisational and operational planning skills, including the ability to manage a varied workload
- Experience of using different communication channels including websites and social media
- Experience of working within teams and across organisations
- Excellent verbal and written communication skills, with the ability to adapt oral and written communication styles to suit the audience
- Experience of using different communication channels including websites and social media
- Experience working in the health sector or similar environment

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

Please view the job description [insert link to JD].

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: 12th December 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 race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

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.

Please note that this advert may close early if we reach the maximum applications