



Royal College of
General Practitioners



Candidate BRIEFING PACK





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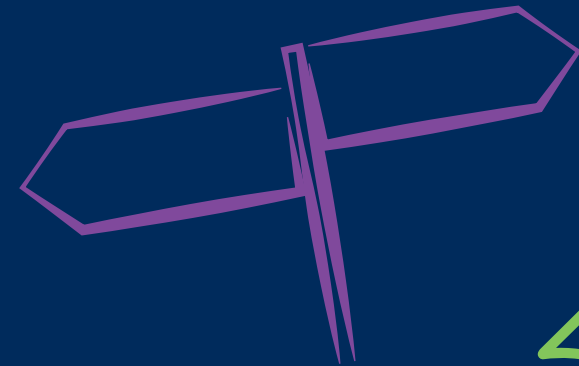
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Valerie Vaughan-Dick MBE

Chief Operating Officer



Welcome

My name is Valerie Vaughan-Dick MBE, Chief Operating Officer of RCGP – the largest medical royal college in the UK with over 54,000 members. The College was founded in 1952, four years after the start of the NHS.

The College has a talented workforce of over 250 people who work to support our GP members in maintaining the highest standards of patient care. Every year, we help around 2,000 new GPs join the NHS. We are the voice of GPs on education, training, research, and clinical standards.

We keep our staff team motivated and inspired by valuing and rewarding the contribution they make, and by supporting everyone to develop to their fullest potential. We offer a wide range of benefits for working with us and invest in our people's learning and development. We recognise and promote the value of a diverse, dynamic and inclusive workforce.

Every team at the College contributes to the delivery of our Strategic Plan 2020-2023 – 'Putting members at the

heart of everything we do' which sets out what the College is going to do over the next three years to make rapid progress in translating that vision into reality and delivering tangible improvements to the working lives of frontline GPs.

We work well together to deliver exceptional work and have won many awards over the years that we are extremely proud of.

We encourage and inspire each other to make a difference for the people we support.

I'm very pleased that you are interested in joining the College and becoming part of our hardworking, talented, and vibrant workforce who help to make a difference to patients' lives every day.

We very much look forward to receiving your application.

Valerie

CANDIDATE BRIEFING PACK





Mark Thomas

Executive
Director of
Policy and
Engagement



Welcome

I am really pleased that you have taken the time to find out about a role within my directorate.

We offer a range of exciting opportunities for people who are passionate about making a difference, at one of the most respected and influential healthcare bodies in the UK.

Through our work, we support GPs to deliver better care to their patients and once appointed you will have the opportunity to become part of a talented and committed team.

My directorate leads on shaping government and NHS policy on healthcare issues across the UK, promotes research and innovation, and communicates on behalf of GPs to the media, politicians and the public.

We also support the College to engage with members, staff and external stakeholders, through our digital engagement team, and locally and within the devolved nations, through our faculty network and Devolved Councils.

My teams include Devolved Nations, English Faculties, PR and Corporate Communications and Policy, Research and Campaigns.

I look forward to receiving your application.

Mark

About Us

Founded in 1952, the RCGP is the professional membership body for family doctors across the UK and abroad. With over 54,000 members, the College is the largest of the medical royal colleges by membership.



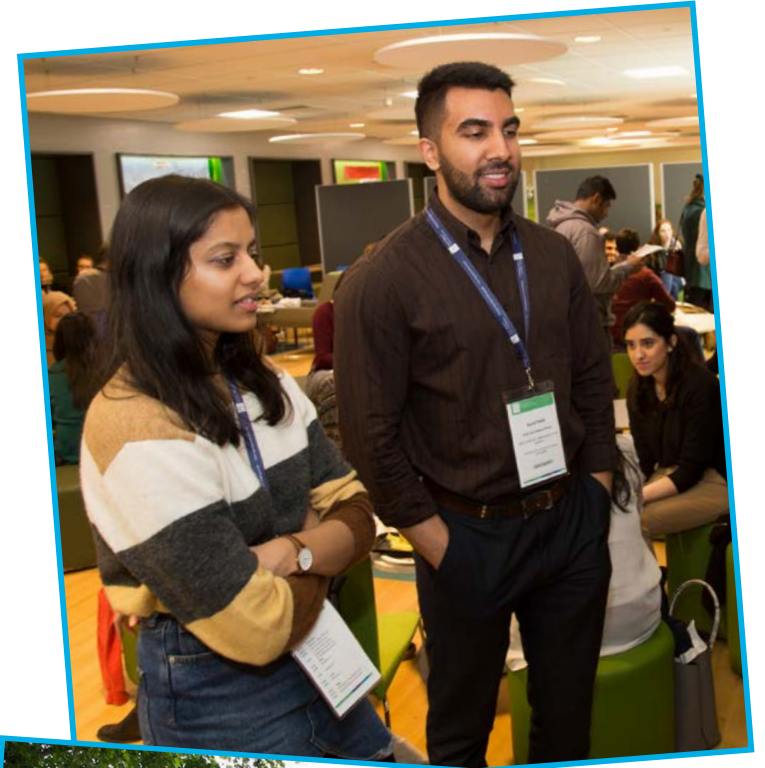
What we do

Our purpose is to promote the best possible quality of health and healthcare by:

- setting the highest standards for general practice
- ensuring GPs have the best possible training
- supporting GPs throughout their professional lives to deliver the best possible service
- leading the profession and demonstrating the value of general practice
- developing general practice as the foundation of effective and sustainable primary care worldwide
- using resources efficiently to support our members and develop the College sustainably.

Based in our prestigious offices at 30 Euston Square London NW1, the College also has a network of faculties serving members locally and a devolved council in each of the nations of the UK.

Further information about the College can be found on our [website](#).





Organisational structure

The College Leadership Team comprises the UK Officers, Chairs of Devolved Councils, Chair of Trustees, and members of the Executive Management Team (EMT) – led by the Chief Operating Officer and responsible for the strategic management of the College.

The Executive Management Team

Chief Operating Officer

Valerie Vaughan-Dick MBE

Executive Director

Policy and Engagement – Mark Thomas

Executive Director

Professional Training & Standards – Fiona Erasmus

Executive Director

Membership, Development & Education – Ben Clacy

Executive Director

Planning and Resources – Harriet Jones





Council

Our Council is an elected body of leading GPs from across the UK. It is led by Professor Martin Marshall, who as Chair of Council is the College's principal spokesperson. There are 18 nationally elected council members who usually serve a three-year term, with six places coming up for election each year. The President is elected by national ballot every two years. Officers are elected or reconfirmed by the Council each year. The Council also elects the Chair of Trustees and three other trustees.

Council has a number of sub committees and boards, controlling key policy issues such as:

Scientific Foundation Board

Medical Ethics Committee

Fellowship and Awards Committee

Faculties

We support our members through a network of local faculties – the local face of the College and elect members to Council. There are 32 faculties each with their own board, who work voluntarily upholding our vision, purpose and priority goals.

Devolved Councils

There are devolved councils in Scotland, Northern Ireland and Wales who ensure that the work of the College remains relevant across the UK.

Trustees

The administrative governance of the College is the responsibility of a Board of Trustees comprising GPs and lay members. Trustees have a number of committees to ensure the appropriate scrutiny of the College's activities:

Planning and Resources

Audit and Risk

Nominations

Governance

Remuneration

Trustees also create task and finish groups from time to time to address specific requirements.

Officers

The College has five honorary officers (excluding the Chair), including an Honorary Secretary who has responsibility for ensuring the governance of the College meets our regulatory framework, decided periodically by Council.

Leadership group

Leadership group is the working group of Officers and the EMT, which meets monthly.



Benefits of working for us

Our people bring talent, passion, imagination and drive to our work every day – an enormous contribution that deserves to be rewarded!

We care about our people, as much as we care about our purpose, members, officers and other stakeholders. We aim to support everyone to be the best they can be and make the College a truly great place to work.

So, it makes sense that our employee policies should support the lifestyle you choose and offer a rewards and recognition programme that makes you feel valued.



Leave

Annual leave: 27 days per annum plus bank holidays (pro rata for part time employees). You can buy five days additional annual leave and sell up to two days annual leave. This will be pro rata for part time employees.

Employer supporter volunteering scheme: Up to two paid days to volunteer (pro rata for part time employees).

Flexi-time: Our flexi-time system allows you to vary your start and finish time to ensure you fulfil your contractual commitments to the College. There is also the ability to bank time to allow you to carry out personal/family commitments.

Special leave: Special leave with pay includes bereavement (compassionate) leave, emergency family / time off for dependents leave, moving to a new house.

Finance

Pension scheme: We operate a contributory pension scheme where you contribute a minimum 4% per month through salary sacrifice – the College pays 8% per month.

Life assurance: Life assurance is provided at six times your salary, during employment. This benefit only applies to employees who are in the pension scheme.

Long service award: We give a financial award for staff achieving long service.

Professional development

Membership of professional body fees: If membership is relevant and appropriate to the job we will pay for one professional membership a year.

Study grants and loans: Applications considered for study grants of up to £1,000 and loans of up to £3,000 for courses of study that are relevant to your role subject to budget.

Learning and development: We are committed to providing opportunities for your ongoing learning and development, helping you learn and grow through a combination of formal and informal learning.

eLearning: You can upskill via our eLearning portal, which offers a variety of learning content including bite sized courses and resources.

Mentoring scheme: Our mentoring scheme supports individual learning, growth and development. It is an opportunity for you to collaborate with colleagues outside of your immediate teams, sharing learning, knowledge and experience.

Health and wellbeing

Employee assistance program: Provided by Axa Healthcare and offers an employee support helpline, information services, 24 hours a day, 365 days a year.

Eye care vouchers: We contribute £20 towards eye tests and £55 towards spectacles for VDU use.

On-site gym: Our London head office has a fully equipped gym that is free to use.

Well scheme: Once you have passed probation we will pay up to £50 per rolling year for you to attend a course, evening class, fitness suite, or other activity which will benefit your wellbeing.

Family friendly

Occupational leave: Maternity, paternity, adoption, parental and shared parental leave.

RCGP Plus: Discounts on products and services from a wide variety of brands and retailers.

Searcys: A 10% discount at Searcys venues.

Travel and transport

Bike loan: Cycle to work scheme interest free loan, permanent staff only.

Season ticket loan: Available once you have completed your probation period.

Bike storage: Large inside bike store to leave your bike dry and safe at our 30 Euston Square, London office.



RCGP Strategic plan 2020 – 2023

*“Putting members
at the heart of
everything we do”*



Our mission and values

Our mission is to encourage, foster and maintain the highest possible standards of patient care in general practice, across the UK and worldwide.

We do this by working with our members: to define the skills that GPs need; to provide them with education and support to deliver quality patient care; to shape the future of general practice; and to be the voice of the profession.

Our values describe the principles that guide us as we work to achieve our mission. We strive to demonstrate:

Compassion – for our patients, the populations we serve, our members, our colleagues and ourselves.

Inclusivity – we value diversity as part of our communities and treat each individual with equal respect.

Sustainability – we look to the future and care about the long-term wellbeing of our members and colleagues, our profession, our patients and the world around us.

Accountability – we take responsibility for the results of our actions and continuously strive to be the best that we can be.

Integrity – we are honest, open-minded, ethical, evidence-based and fair.

Our priorities

General practice is under huge strain. Patient demand has escalated, in terms of both volume and complexity, while successive governments have failed to invest in the family doctor service appropriately. As a result, we now have a severe shortage of GPs grappling under pressures that are unprecedented for the profession.

Our landmark publication Fit for the Future outlines the College's vision for revitalising the profession over the next decade and supporting general practice to meet the health needs of the future – for the benefit of GPs and their practice teams, as well as patients and the wider NHS.

This strategy sets out what the College is going to do over the next three years to make rapid progress in translating that vision into reality and delivering tangible improvements to the working lives of frontline GPs.

Its title is 'Putting members at the heart of everything we do' because having a strong, active membership is critical – not just to the College, but to the profession and to patients. Only through our engagement with our members can we have the impact that we desire in enabling GPs to provide the best possible care and creating an environment in which general practice can flourish.



Our priorities for 2020 – 2023

Priority 1

Shape and deliver practical solutions to tackle workload pressures

Priority 2

Develop the College into a dynamic and inclusive membership community

Priority 3

Promote the contribution of general practice and the role of the GP

Priority 4

Ensure members place a high value on their College membership



How to apply

Candidates should apply online via **our website**.

A covering letter and detailed CV is required. The CV should include names and contact details of two referees and also a short supporting statement which addresses the criteria as set out in the person specification.



Recruitment timetable

Stage	Key dates
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Registered Charity Number 223106
Scottish Charity registration number SC040430

THE ROYAL COLLEGE OF GENERAL PRACTITIONERS

JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	Projects and Initiatives Team Manager (Maternity Cover)
Reports to:	Head of RCGP Scotland
Date:	September 2022

2. JOB PURPOSE
To strategically lead and manage the Projects and Initiatives Team to develop and deliver a range of diverse projects and initiatives. This includes seeking and overseeing income generative activity and delivering internal and external activities to support GPs at all stages of their career.

3. DIMENSIONS
<ul style="list-style-type: none">• Line management - provide leadership, motivation, guidance and support to two staff members (may be responsible for additional staff recruited to deliver specific externally funded projects as they arise)• Write high quality project proposals, including budget planning, to secure external funding for projects and initiatives• Take a strategic overview of work and developments within the College and externally within the healthcare system to develop relevant project activity aligned to the strategic aims of the college• Produce and maintain project management documentation, quarterly updates, evaluating impact and successes and make recommendations, as required• Manage a number of projects and initiatives concurrently, making strategic decisions and providing direction• Oversee the management of multiple externally-funded projects, ensuring delivery within conditions of the terms of grant• Manage and support the Projects and Initiatives Team to scope and undertake a range of other initiatives and tasks of varying complexity, timescales and requirements• Ensure that core business activities are delivered to engage with members effectively• Liaise with external bodies such as the Scottish Government, Healthcare Improvement Scotland and NHS Education for Scotland to identify any potential projects or initiatives to achieve a common goal of improved primary healthcare in Scotland• Provide a range of information and reports to the Head of RCGP Scotland, Scottish Council (four meetings per year), UK Council (four meetings per year), and to funders (in line with contract stipulations)

- Support the recruitment and induction of Clinical Leads and Officers to support the delivery of projects
- Work effectively and collaboratively across different sectors, including secondary and social care
- Represent RCGP Scotland at meetings with external agencies to ensure that RCGP Scotland is seen as a key player
- Manage project budgets totalling approximately £385,000 per annum (variable)
- Promote and facilitate innovation within the Projects and Initiatives Team through sharing of ideas and appropriate training and resourcing
- Nurture links with stakeholders, key decision makers and funding bodies and represent RCGP Scotland at high level external meetings

4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Education

- Educated to Degree level or equivalent experience
- Recognised project management qualification (desirable)

Experience

- Proven project management experience from preparation of project proposals through to implementation and completion
- Line management experience
- Budget planning/setting, management and reporting
- Problem solving and decision making at operational and strategic level
- Writing high level reports
- Stakeholder engagement and influencing
- Experience of working in an NHS environment, knowledge of membership organisations and their workings is desirable
- Experience in servicing meetings is desirable

Knowledge / Skills / Attributes

- Excellent understanding of general practice and primary care; awareness of health policy environment, able to keep up-to-date with changes in the health service
- Excellent knowledge of budgets and management accounts
- Proven ability to deal with a complex and diverse workload
- Pro-active in challenging and changing circumstances
- Well-developed interpersonal skills with the confidence to build relationships with a wide range of people including senior members of the healthcare profession and Government bodies
- Able to think creatively and imaginatively in a solution-focused manner
- Able to influence, collaborate and persuade both staff and stakeholders
- Ability to lead, motivate and develop staff to reach their full potential and able to deal with matters sensitively and in confidence
- Adaptability and flexibility to work in a high change environment and ability to adopt different approaches depending upon the nature of the work in hand
- A good understanding of marketing and communication principles in order to promote projects and initiatives to a wide range of audiences and to negotiate with external sponsors
- A good working knowledge of MS software
- A self-starter, able to work flexibly on own initiative and to delivery high quality work to tight deadlines often with competing demands
- Excellent communication and report writing skills; able to process and communicate complex information
- Able to handle complex and delicate situations, requiring tact, diplomacy and tenacity

5. KEY RESULT AREAS

Staff Management

- Provide effective line management to the Projects and Initiatives Team, offering leadership, support, advice and guidance, as well as conducting regular 1:1s and annual appraisals, dealing with matters in a sensitive and confidential matter, such as absence management
- Ensure staff are adequately trained and resourced
- Ensure there is a dynamic 'can-do' culture within the team, whereby staff have appropriate levels of decision-making delegated to them and where they are empowered and encouraged to use their own resourcefulness in order to resolve challenges

Project Management

- Taking a strategic overview, develop and deliver a range of diverse projects and initiatives simultaneously across a range of areas to meet the strategic aims of the College and ensure any risks are identified and actioned appropriately
- Have overall responsibility for all stages of project delivery for all projects and initiatives from the initial set-up stages through to close down, including effective monitoring and evaluation of impact through the production and maintenance of relevant project management documentation
- Produce project summaries and reports as necessary, including for the RCGP Annual Report and Impact Report
- Be responsible for the efficient recruitment of Project Officers and Clinical Leads to work on any new activities arising, ensuring that standard operating procedures are adhered to and determining and monitoring their objectives
- Attend and manage regular project team meetings and stakeholder meetings for the projects to keep stakeholders informed and to ensure the successful operational delivery of each project
- Review and approve contracts for externally funded projects and be accountable for ensuring that activities are delivered on time and within budget and that reports are submitted in line with the contract terms and conditions

Reporting and Finance

- Oversee the management of the team's project budgets of circa £385,000 annually, preparing accurate quarterly financial updates internally and to external funders as required
- To provide written reports to RCGP governance structures including Scottish and UK Councils
- As budget manager, efficiently compile and manage budgets for all activities, ensuring accurate planning and forecasting, delivering in line with the RCGP charitable aims and financial regulations
- Be accountable to project funders and ensure that the terms in the offer of grant are adhered to by providing funders with regular update reports on projects, including progress against predicted outcomes and updated financial overview against budget
- Prepare well costed budget proposals to be included in funding bids and business cases

Stakeholder engagement and relationship building

- Proactively nurture links with stakeholders who work within programme areas
- Identify and, where appropriate, engage with potential new stakeholders to facilitate College aims and objectives
- Work effectively with colleagues across different health and social care sectors, using high level influencing and collaborative skills to ensure GPs are well represented and to ensure new ways of working support the professional lives of GPs

Communications and Engagement

- To resolve any complaints or issues from funders, members or other stakeholders
- Organise and contribute to complex meetings with staff teams, internal colleagues,

Officers and members, as well as external stakeholders

- Help to foster, encourage and facilitate cross-organisational working and cooperation
- Liaise regularly with other teams across the college to ensure that the team's outputs integrate appropriately with wider college initiatives
- To devise the team's strategic communications strategy to effectively disseminate high quality communications to promote the key deliverables and outcomes of the Projects and Initiatives team's activities both to internal and external audiences, as appropriate and to share learning

Strategy and operations

- Strategically organise and plan the Project and Initiatives Team's activity in line with the College's aims and objectives
- Coordinate activities across the team and wider staff teams to ensure maximum operational collaboration, minimum duplication and operational planning/monitoring/analysis
- Manage the production of business cases, proposals and bids to bring in activity and income to the College in Scotland and ensure that all work is aligned to the strategic aims, the Chair's priorities and member needs
- Liaise with external organisations such as the Scottish Government to seek funding to deliver potential projects to ensure that members have equity of access to development opportunities in Scotland - should funding be unavailable, scope alternative options
- Contribute to relevant discussions at Scottish Council and the Executive Committee and implement relevant decisions and initiatives arising in order to contribute to the College's overall strategy
- Develop and implement marketing strategies, where appropriate, and ensure conferences, meetings and events are organised efficiently and effectively to engage members and provide best value for money

General

- Be an interested and active member of the staff team within RCGP Scotland, working closely with others to ensure that the College in Scotland is seen to be a responsive, courteous, and efficient organisation both by its members and other key audiences
- At ease working autonomously operationally and strategically and able to make decisions
- Be able to multi task several competing priorities over a variety of projects and membership activities and provide effective line management simultaneously

6. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal

Head of RCGP Scotland, Project Officers, the Chair(s) and Officers of RCGP Scotland, RCGP Scotland team, Executive Director of Policy and Engagement, Officers and Members of Scottish Council, managers and staff in RCGP including other Devolved Councils, RCGP HR Department, Project Clinical Leads

External

General Practitioners, practice staff, Scottish Government, Medical Directors/Chief Executives of NHS Scotland, NHS Education for Scotland, NHS Healthcare Improvement Scotland, Scottish Social Services Council, Scottish General Practitioners Committee (SGPC)/British Medical Association (BMA), Directors of Postgraduate Medical Education, Chairs of committees (both internal and external), Officers and staff/ managers from other primary care organisations, Lay representatives

All post holders are expected to adhere to GDPR and ensure that they handle data in a manner that is compliant with the regulations.