



Royal College of  
General Practitioners



# Candidate BRIEFING PACK





# Contents

Welcome



About us



Organisational structure



Benefits of working for us



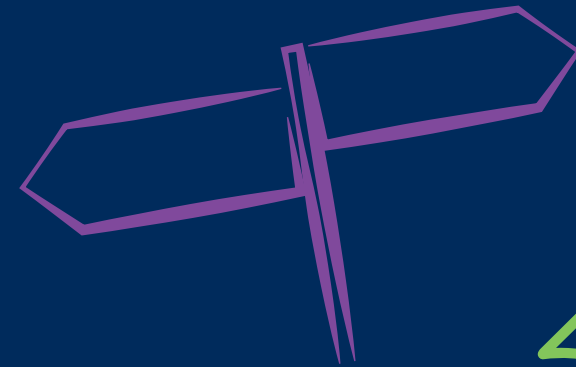
Our priorities for 2023 – 2026



How to apply



Recruitment timetable





# Welcome

Thank you for your interest in joining The Royal College of General Practitioners (RCGP), the largest Medical Royal College in the UK. With a network of over 55,000 dedicated family doctors, we are committed to improving patient care and advancing the field of general practice.

At the heart of our College is a talented workforce of over 275 committed individuals who support our GP members in upholding the highest standards of patient care. Every year, through our final assessment examination, we proudly welcome around 2,000 new GPs to the NHS, reinforcing our role as the leading voice in GP education, training, research, and clinical standards.

We believe in valuing and rewarding our team members, ensuring they are motivated and inspired. We are committed to helping each individual develop their talents to their fullest potential. Our wide range of benefits and ongoing investment in learning and development reflect our dedication to a diverse, dynamic, and inclusive workforce.

We are delighted that you aspire to join our hardworking, talented, and vibrant team; every role at the College contributes to patient care and public health, supporting our members in their crucial work.

We wish you the best of luck with your application and look forward to the possibility of welcoming you to the RCGP family where, together, we make a difference in patients' lives every day.

Very best wishes,

Chris



# About Us

Founded in 1952, the RCGP is the professional membership body for family doctors across the UK and abroad. With over 55,000 members, the College is the largest of the medical royal colleges by membership.



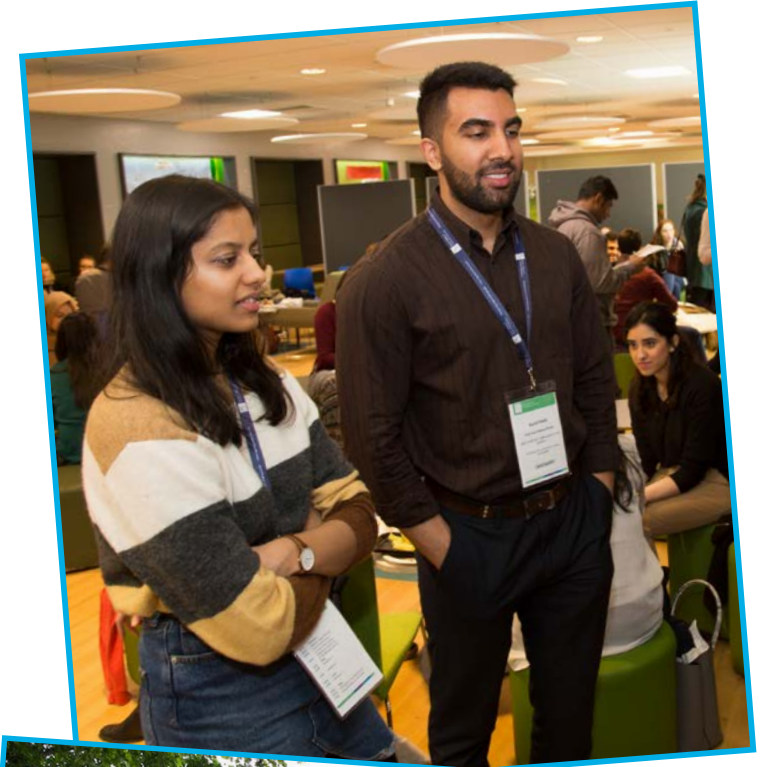
## What we do

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 Executive Officer and responsible for the strategic management of the College.

# The Executive Management Team

## Chief Executive Officer

Chris Askew

## 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 – Vacant





## Council

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Our Council is an elected body of leading GPs from across the UK. It is led by Professor Kamila Hawthorne, 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

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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

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

## Trustees

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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

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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

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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

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**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

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**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

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**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 £25 towards eye tests and £75 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.





# Our priorities for 2023 – 2026

## Priority 1

Tackle the workload and workforce crisis

## Priority 2

Ensure the College is the Professional Home of General Practice

## Priority 3

Reducing the increasing gap in health inequalities

## Priority 4

Respond to the climate emergency





# How to apply

Candidates should apply online via our website.

A covering letter/statement and detailed CV is required. Your letter/statement should address how you meet the key criteria as set out in the job description.



## Recruitment timetable

Stage	Key dates
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Royal College of  
General Practitioners

Registered Charity Number 223106  
Scottish Charity registration number SC040430

## THE ROYAL COLLEGE OF GENERAL PRACTITIONERS

### JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	Projects Officer
Job Holder:	
Reports to:	Projects and Initiatives Team Manager
Date:	June 2024

2. JOB PURPOSE
Be responsible for developing and supporting a range of projects and continuing professional development (CPD) activities within the Projects and Initiatives Team. This includes being responsible for the development of a new funded programme of support aimed at mid-career GPs, as well as providing general project administration for other project activity.

3. DIMENSIONS
<p><b>Mid-Career Leadership Programme (two-year funded project) (40% of time):</b></p> <ul style="list-style-type: none"><li>• Support the RCGP Scotland Clinical Lead for Leadership to develop a newly funded programme of support for Mid-Career GPs, within timescales and budget</li><li>• Support the Clinical Lead to develop relevant programme content and enlist appropriate speakers and facilitators to support the programme delivery</li><li>• Coordinate an effective marketing strategy to promote the programme and gain good engagement from the profession</li><li>• Organise an efficient application process and manage applications</li><li>• Be the first line of contact for any enquiries and respond efficiently and professionally</li><li>• Organise around six workshops (to be held remotely) per year, ensuring everyone has all the information they require to attend/participate</li><li>• Establish an online community of peer support for programme participants</li><li>• Organise an annual networking event for programme participants to deliver on-going light-touch support</li><li>• Work with the Clinical Lead to devise a comprehensive evaluation of the programme to inform future cohorts and to gather evidence of the impact of the programme on people, practices and patients</li><li>• Manage the project budget, including the processing of invoices and tracking expenditure against the budget</li><li>• Provide professional and timely update reports to the programme funder</li><li>• Work closely with external organisations and stakeholders to achieve project deliverables</li></ul>

**Project administrative support (60% of time):**

- Take lead on processing contracts for new clinicians who undertake work on behalf of the College
- Seek regular update reports from existing representatives, respond efficiently to any queries and process invoices in line with budgets
- Provide written and verbal update reports to project funders, including financial status, in line with the terms in funding grant letters
- Provide update reports within College governance structures
- Regularly review the website content to ensure it is kept up to date and relevant
- Plan and organise events of various sizes and complexity
- Organise meetings and provide meeting administration
- Review existing project documents to ensure they are compliant with accessibility requirements
- Budget responsibly to make sure that financial procedures and policies are adhered to, income and expenditure is in line with budget targets and that best value for money is achieved at all times

**4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED****Education**

- HND or equivalent experience

**Experience**

- Proven project administration experience
- Experience in delivering a project or service to set timelines and budget
- Experience in planning events and organising and servicing meetings

**Knowledge / Skills / Attributes**

- Comprehensive understanding of a project life-cycle from inception through to completion
- A self-starter with excellent time-management and planning skills
- Ability to manage competing demands and conflicting deadlines and work methodically to achieve targets
- Comprehensive understanding of marketing and communication principles
- Excellent report writing skills; able to interpret and communicate complex information
- Comprehensive understanding of the steps required to organise and service meetings
- Excellent written and verbal communication skills with professionals at all levels
- Ability to form good working relationships with key stakeholders
- An understanding of budget management and invoice processing
- Excellent planning and organisational skills to successfully deliver events of varying sizes
- Able to make decisions and implement changes based on information and facts gathered
- A team player
- Understanding of general practice and primary care (desirable)

**5. KEY RESULT AREAS**

1. Working closely with the Clinical Lead, set out and achieve a clear project plan for developing and delivering a programme of support aimed at mid-career GPs, ensuring that key milestones are met and within budget
2. Develop a strong working relationship with the programme Clinical Lead and support them to enlist key speakers
3. Support the Clinical Lead in the development of clear and professional programme materials to support and enhance the programme delivery
4. Be responsible for creating an enticing marketing strategy to actively promote the programme to the target audience and encourage uptake. Establish an appropriate

application process to capture key information and work with the Clinical Lead to ensure that places are prioritised for those most in need

5. Be responsible for organising the workshops for each cohort and ensuring that the participants and presenters have all the information they require in a timely manner and provide support to ensure that they run smoothly on the day
6. Establish an engaging online community of support for programme participants and continually seek relevant content to encourage dialogue and support learning
7. Organise an annual networking event to offer continuous light-touch support and promote sharing of learning amongst previous programme participants
8. Work closely with the Clinical Lead to devise and execute an effective evaluation for each cohort of participants to ensure that key outcomes are captured and use the feedback to inform subsequent cohorts. Following RCGP procurement policies, source a suitable external evaluator to carry out a post-course evaluation to capture the ongoing impact of the learning
9. Write clear and professional update reports to the project funder in line with the terms in the project funding agreement, as well as regular reports for internal governance committees
10. Effectively manage project budgets to ensure that all activity is delivered within the agreed budget and process invoices in a timely manner. Provide the project funder with financial updates against the budget and highlight any deviances with the manager and funder
11. Be responsible for managing the contracts process to ensure that all clinicians working for the College in Scotland have an up to date Agreement of Services
12. Set up a system for ensuring that clinicians representing the College provide timely update reports and use these to keep the College Officer informed of any activity taking place
13. Arrange and support a number of meetings of varying size and complexity from circulating agendas to producing accurate minutes
14. Organise a range of events of various scale including producing effective marketing, supporting speakers, liaising with venues and caterers, providing delegates with relevant information and seeking evaluation feedback
15. Be accountable to project funders and ensure that the terms in grant agreements are adhered to by providing funders with regular update reports on projects, including progress against predicted outcomes and updated financial overview against budget
16. Support the Projects and Initiatives Team Manager to efficiently compile and manage budgets for all activities, ensuring accurate planning and forecasting, delivering in line with the RCGP charitable aims and financial regulations
17. Be an interested, supportive 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.

## **6. COMMUNICATIONS AND WORKING RELATIONSHIPS**

### **Internal**

Projects and Initiatives Team Manager, Head of RCGP Scotland, the Chair 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, Project leaders/Chairs.

### **External**

Members, Non Members, General Practitioners, Scottish Government, Chair and members of the Deep End Steering Group, Medical Directors, NHS Education for Scotland, NHS Healthcare Improvement Scotland, the Centre for Sustainable Delivery, Scottish General Practitioners Committee (SGPC) /British Medical Association (BMA), Directors of Postgraduate Medical Education, Providers of educational activities for GPs, 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.*