



Royal College of  
General Practitioners



# Candidate BRIEFING PACK





# Contents

Welcome



About us



Organisational structure



Benefits of working for us



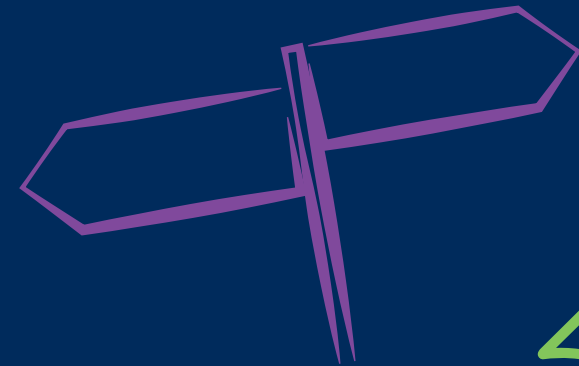
Our priorities for 2023 – 2026



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.



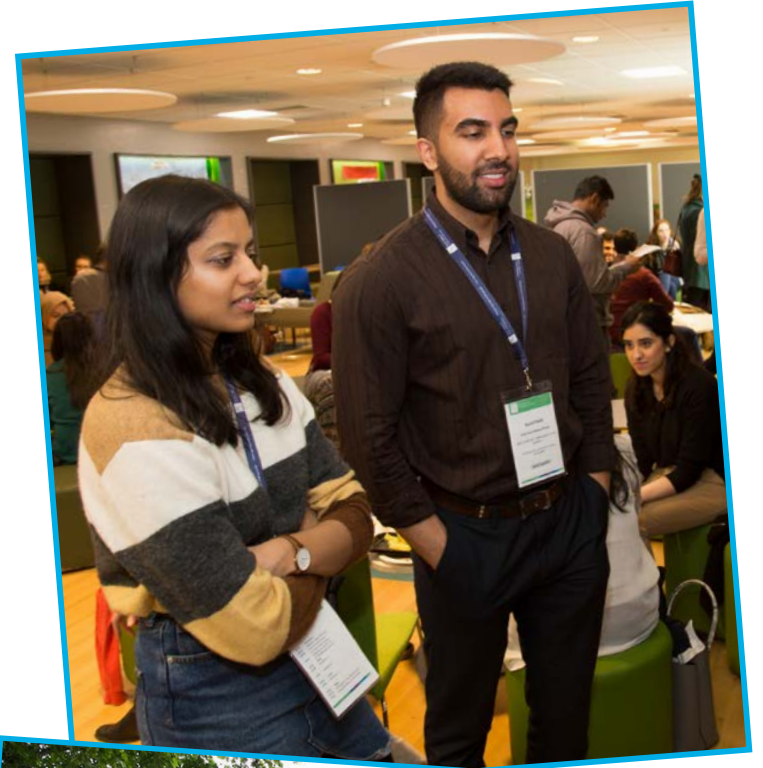
## What we do

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 Communications – Mark Thomas

### **Executive Director**

Education – Fiona Erasmus

### **Executive Director**

Membership Development – Ben Clacy

### **Executive Director**

Corporate Services – Paul Clements



# Chief Executive Officer

## Executive Director of Corporate Services

Finance

IT

Digital

Property and Facilities

Sustainability

Data Protection

## Executive Director of Policy & Communications

Policy, Research and Campaigns

RCGP Scotland

RCGP Wales and Republic of Ireland

RCGP Northern Ireland

International

PR, Corporate Comms, Digital Engagement and Marketing

## Executive Director of Education

Postgraduate Training

Examinations

Training and Registration

Professional Standards

CPD Transformation

CPD Events

Publishing

E-learning and Accreditation

## Executive Director of Membership Development

Membership and Development

English Faculties

Membership Value

Personalised Care Institute and Project Management Office

Member Services and Engagement

## Assistant Director of People and Culture

People

Internal Comms

Learning and Culture

EDI

## Assistant Director of Governance

Governance

Procurement

General Counsel

Officer Business Management



## Council

---

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

---

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 £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
-------	-----------





## Job Description

1. JOB DETAILS	
Job Title:	RCGP Scotland Executive Administrator
Reports to:	Head of Scotland
Date:	October 2024

2. JOB PURPOSE
Provide comprehensive, effective and efficient administration support to the Officers of RCGP Scotland.

3. DIMENSIONS
<ul style="list-style-type: none"> <li>• Provide administrative support for the Officers of the College in Scotland, including diary management, general administrative support, as well as monitoring and management of multiple email inboxes, ensuring that correspondence is addressed promptly, and decisions are progressed and actioned appropriately in a timely manner.</li> <li>• Maintain an accurate weekly diary log of the Officer Team's activity, identifying and raising any potential diary clashes with Head of RCGP Scotland/Policy &amp; Public Affairs Manager, re-arranging meetings as necessary and using the information for reporting purposes weekly and quarterly.</li> <li>• Meet with the Officer team on a weekly basis to review upcoming appointments, ensuring they have relevant meeting papers, travel documentation and any other information they may need.</li> <li>• Be responsible for coordinating the process of sourcing, recruiting, administering, and supporting RCGP Scotland GP representatives for external bodies, maintaining accurate records of all representation.</li> <li>• Be responsible for coordinating the process of sourcing, recruiting, administering, and supporting RCGP Scotland Clinician Representatives ensuring adherence to RCGP guidelines and maintaining accurate records of all work carried out.</li> <li>• Attend and take action point minutes at weekly internal policy meetings progressing any actions as necessary.</li> </ul>

- Book travel, meeting rooms, catering, etc. as required on behalf of the Officers ensuring adherence to RCGP guidelines.
- As necessary, attend internal and external meetings with the Officer Team, taking accurate meeting minutes and notes, and ensuring that any actions are taken forward appropriately.
- Maintain an accurate external stakeholder list and meeting log.
- Provide administrative support to the Policy & Public Affairs team as required.
- Ensure accurate digital and hardcopy filing and archiving procedures are in place and that all records are maintained in accordance with organisational protocol and in accordance with General Data Protection Regulations requirements.

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

##### ***Education***

Educated to HND or equivalent relevant professional qualification or experience.

##### ***Experience***

- Experience of providing high level and complex administrative support including taking minutes at meetings
- Experience of executive diary management
- Experience of working under own initiative, multi-tasking and setting own deadlines
- Experience of drafting and dealing with correspondence
- Experience of working in a busy office environment, to tight deadlines
- Knowledge of working in NHS. other health related or membership organisations is desirable

##### ***Knowledge / Skills / Attributes***

- Excellent diary and time management skills with the ability to prioritise effectively to meet conflicting deadlines
- Proven written and oral communication skills with personnel at all levels
- Very high standards of attention to detail in all written material
- Strong experience and detailed knowledge of MS Office software
- Proven ability to work using own initiative
- Flexible and friendly attitude
- Excellent relationship building and team working skills
- Excellent literacy skills
- Experience in dealing with personal, confidential and sensitive information.



## 5. KEY RESULT AREAS

1. Provide professional and consistent administrative support for the Officer team in Scotland (currently a Chair and Deputy Chair), including diary management, general administrative support, as well as monitoring and management of multiple email inboxes, ensuring that everything is addressed promptly, and decisions are progressed and actioned appropriately in a timely manner.
2. Arrange travel and accommodation for the Chair and Deputy Chair ensuring arrangements are made in a timely manner and adhere to the relevant RCGP policies.
3. Meet regularly with the Officer Team, Head of RCGP Scotland and the Policy & Public Affairs Manager to ensure an awareness of needs and support required for forthcoming activity. Be responsible for ensuring the staff team are aware of activity relating to the Officer Team's engagements.
4. Be the first point of contact on all queries relating to the Officers of RCGP Scotland, responding efficiently and professionally to any enquiries or issues raised.
5. Organise and service meetings and other events, ensuring that the administration provided is of a high quality. Ensure all tasks and decisions are progressed and actioned appropriately in a timely manner.
6. Ensure meetings are planned well in advance and that required Officers/staff are briefed, have the relevant paperwork and are aware of obligations.
7. As necessary, attend internal and external meetings with the Officers of RCGP Scotland taking accurate meeting minutes and notes, and ensuring that any actions are taken forward appropriately.
8. Provide administrative support to the Policy & Public Affairs team as necessary, including arranging meetings and external events, issuing correspondence and filing.
9. Administer and maintain records and databases as required, ensuring adherence to archive protocols and GDPR requirements.
10. Ensure efficient filing and archiving procedures are in place.
11. Work within the requirements of the General Data Protection Regulations, and other relevant legislation.
12. Be an interested and active member of the staff within RCGP Scotland and with the wider RCGP, working closely with others to ensure that the College is seen as a responsive, courteous and efficient organisation both by its members and other key organisations.

## 6. COMMUNICATIONS AND WORKING RELATIONSHIPS

### Internal

Head of RCGP Scotland  
Chair of RCGP Scotland  
Deputy Chair of RCGP Scotland  
RCGP Scotland staff team  
RCGP Scotland Executive Committee  
Scottish Council members  
Members and Fellows of the College  
Other Devolved Council Managers and Staff  
Executive Director of Policy and Engagement  
Personnel at RCGP HQ  
RCGP Officer Business Management Team

### External

Key Stakeholders and external organisations

Scottish Government Ministers and staff 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.*