



Royal College of  
General Practitioners



# Candidate BRIEFING PACK





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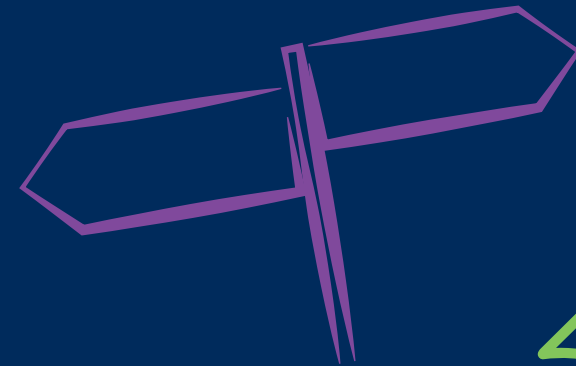
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# Welcome

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.



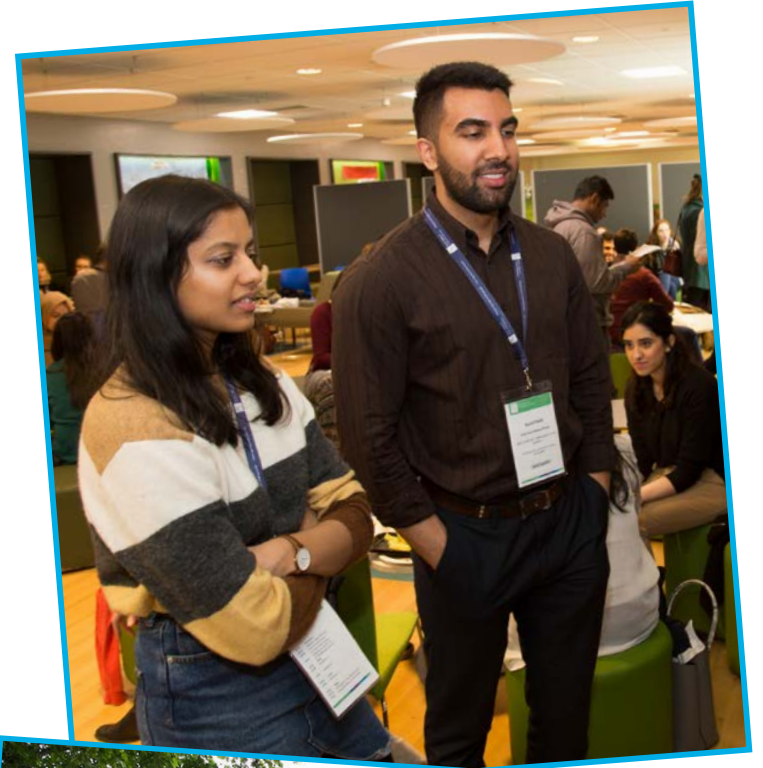
## What we do

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

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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

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### **Chief Executive Officer**

Chris Askew

### **Executive Director**

Policy and Communications – Mark Thomas

### **Executive Director**

Education – Fiona Erasmus

### **Executive Director**

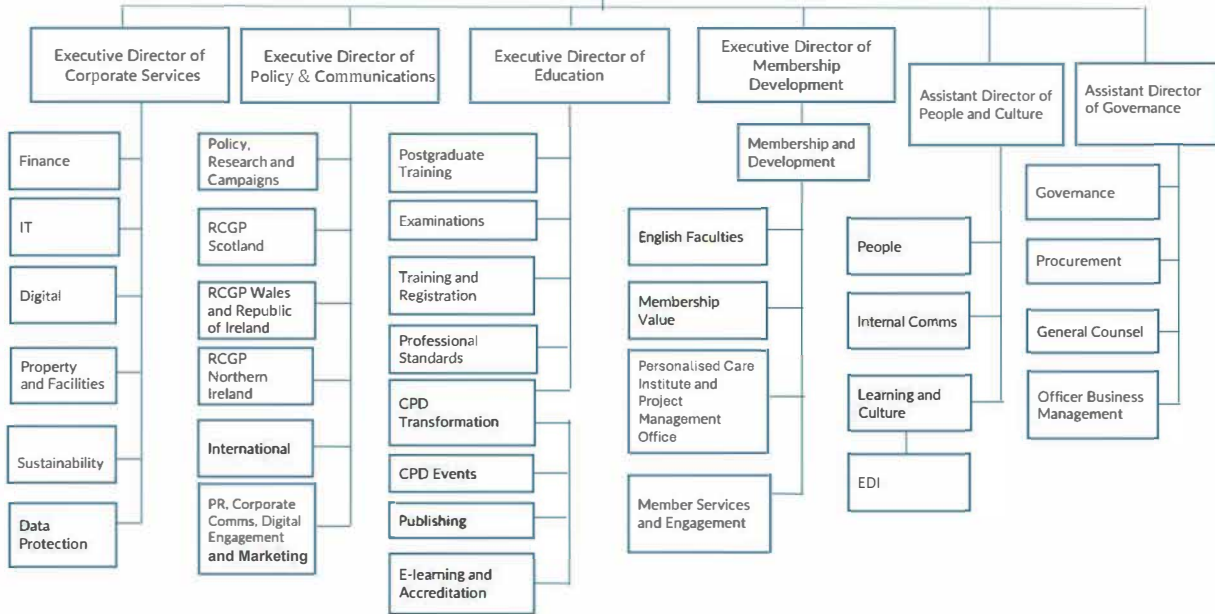
Membership Development – Ben Clacy

### **Executive Director**

Corporate Services – Calum Mercer



# Chief Executive Officer





## 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

**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. Please kindly complete the application form.



## Recruitment timetable

Stage	Key dates
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## JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	<b>RCGP Scotland Membership and Events Coordinator</b>
Reports to:	RCGP Scotland Membership and Events Manager
Responsible for:	Planning and delivering CPD and events activity for members across Scotland
Date:	March 2025

## 2. JOB PURPOSE

- Operate as a key member of the RCGP Scotland team in the delivery of the aims and values of the College, ensuring a quality service to members in Scotland.
- Support the Membership and Events Manager and the members of the Scotland Member Engagement team to develop & deliver a programme of in-person and online educational & engagement events, providing administrative support for all relevant aspects of the development and delivery of events including budgets, sponsoring, finances etc.

## 3. DIMENSIONS

- To provide pre course and post course administrative duties and successfully deliver the RCGP Scotland and Faculty education and member engagement programmes.
- To work within budget for the areas of all events.
- To work closely with individual course leaders, primary care educators and Faculty Education leads (or equivalent) to ensure the delivery of quality events.
- To liaise with the Membership and Events Manager and the Faculty Support Officers on a daily basis, providing cover as required.
- Market events ensuring they are targeted at the correct audience(s), leading to appropriate uptake.
- To ensure RCGP Scotland and Faculty events pages are updated regularly.
- Work with the Membership and Events Manager to advertise sponsorship opportunities to external contacts, processing all sponsor paperwork and relevant invoices.
- Financial transactions, including invoices and account administration.
- Travel and regular attendance at evening events and occasional overnight stays.

#### 4. KEY RESULT AREAS

- With the Membership and Events Manager and the Scotland Member Engagement team, support the development of the RCGP Scotland educational and member engagement programme.
- Provide administrative support to facilitate the education and member engagement programme.
- Contribute to cost and event management of varying complexity per annum.
- As a team, obtain sufficient income for each event, marketing the event to maximise income through course fees, where appropriate.
- Ensure that fees and sponsorship are paid in a timely manner.
- Administer invoicing relating to events.
- As a team, proactively identify new opportunities for education in area.
- Contribute to, coordinate, and implement the development of ideas for courses and events which are achievable within timescales and budgets specified, and which take forward the College's remit in relation to providing quality educational opportunity for members and others within the Primary Care Team.
- Implement the processes to develop an event, monitoring and responding to the need for additional requirements or resolving issues that may arise such that those involved in the event are kept fully briefed and the event is successfully managed.
- Support the Membership and Events Manager and members of the Scotland Member Engagement team, by providing detail of planned and potential activity and predicted budgets for the majority of educational events.
- Provide support to course organisers and education leads to ensure that they are kept fully informed and involved in the development of any potential opportunities arising from events.
- Continually seek opportunities to effectively promote events to GPs, other members of the Primary Care Team and key interest groups.
- Be an interested and active member of the staff team within RCGP Scotland, working closely with the Membership and Events Manager and others to ensure that the College is seen to be a responsive, courteous and efficient organisation both by its members and other key audiences.
- Provide cover during periods of annual/sick leave absence, including fielding telephone enquiries, managing email and correspondence and liaising with officers, as appropriate.
- Represent RCGP Scotland, the Scottish Faculties and the wider College in person at events and meetings as required.
- Liaise with colleagues across the organisation to achieve collaboration of ideas on education events and to avoid duplication.
- Ensure the website is regularly updated for all education events and other information.



## 5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

### Experience

- Relevant experience in an administrative role.
- Experience of collating venue costings, producing event proposals and budget monitoring.
- Experience of marketing events via social media and all available communications channels.
- Experience of working on own initiative on a day to day basis.
- Experience of organising and running events.
- Project administration.

### Knowledge / Skills / Attributes

- Able to take responsibility for self-direction and use own initiative.
- Excellent communication skills and negotiation skills, both written and oral with personnel at all levels including customers/clients.
- Process driven with attention to detail
- Ability to work to tight timescales and manage conflicting demands.
- Ability to encourage volunteers to contribute to the work of the organisation.
- Ability to promote ideas, events and opportunities to members/non-members and sponsors, making use of the College systems available to assist with this.
- Understanding marketing theories in order to promote events.
- Experience of maintaining/updating events webpages.
- Ability to work as part of a team.
- Initiative and flair in designing materials and events.
- Sound working knowledge of Microsoft Office packages.
- Aptitude to embrace new technology provided to support the core dimensions of the role
- Good working knowledge of audio visual equipment.
- Ability to work in a professional manner with honesty and integrity.
- Adaptability and flexibility to work in an environment of constant change.
- Understanding of the culture/structure of primary care (desirable).
- Understanding of current health issues in order to produce relevant educational events (desirable).
- Experience of working in a membership organisation (desirable)
- Hold a driving licence, have access to a vehicle and willingness to travel.

## 6. COMMUNICATIONS AND WORKING RELATIONSHIPS

### Internal

- RCGP Scotland Membership & Events Manager
- RCGP Scotland Events Coordinator
- National Engagement Manager (Scotland)
- RCGP Scotland Faculty Support Officers (Scotland)
- Devolved Nations Events Coordinators
- College-wide event administrators and managers
- Head of RCGP Scotland

- Executive Director of Policy & Communications
- Chair and Officers of RCGP Scotland
- RCGP Scottish Council
- RCGP Directorate Staff

## **External**

- Members and non-members of the College
- Scottish Government
- Health Boards
- NHS Education for Scotland
- Other primary and secondary care provider organisations
- Potential Sponsors
- Programme Leads
- Speakers
- Venue Meeting and Events Staff
- Other External Stakeholders and Commercial Organisations

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