



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

EDUCATIONAL EVENTS CO-ORDINATOR

Maternity Leave Cover – 9 months (February to October 2020)

35 hours per week

Salary scale Grade 3 – £22,160 - £25,852

The Royal College of Physicians and Surgeons of Glasgow is home to more than 14,000 Physicians, Surgeons, Dentists, Travel Medicine and Podiatric Medicine practitioners worldwide. Established in 1599, the role of the College is the same today as it was at the beginning; to help and support our membership community deliver the highest standard of health care to their patients. With a strategic goal to be the “go to College” for all medical professionals, our staff are committed to delivering excellence guided by our core values of working together, being innovative in our thinking, demonstrating inclusivity, showing inspirational leadership, and maintaining integrity. The College promotes an agile, flexible workforce and while this is a full-time post, applications from individuals seeking part-time, job-share, or flexible working arrangements are welcome.

The post holder will facilitate the organisation of postgraduate medical education for physicians, surgeons, dentists, travel medicine practitioners and podiatrists by co-ordinating the planning of educational events and other educational, training and professional development (ET&PD) activities as required. The remit involves: supporting the planning and development of marketing; strong communication skills to liaise with faculty and course delegates; and further to this engaging with sponsors to ensure their support. Additional duties involve routine administration of CPD activity.

The successful candidate will have demonstrable experience of organising large events and/or symposia including; all logistical arrangements as well as delegate/sponsor acquisition and budgetary control is essential. In addition, experience of organising training courses and workshops.

On reviewing the information should you decide to apply for the post please do so **via S1jobs**.

The closing date is Friday 20th December 2019 at 1000 hours. It is anticipated that interviews will be held on Monday 23rd December 2019.

Successful candidates will be asked to present a PowerPoint on what they see as the main challenges of the role.

If you have any queries please contact **Rebecca Wood, Law at Work**, recruitment@lawatwork.co.uk 0141 248 7826 or view the recruitment package at <http://rcp.sg/careers>

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