



Job Description

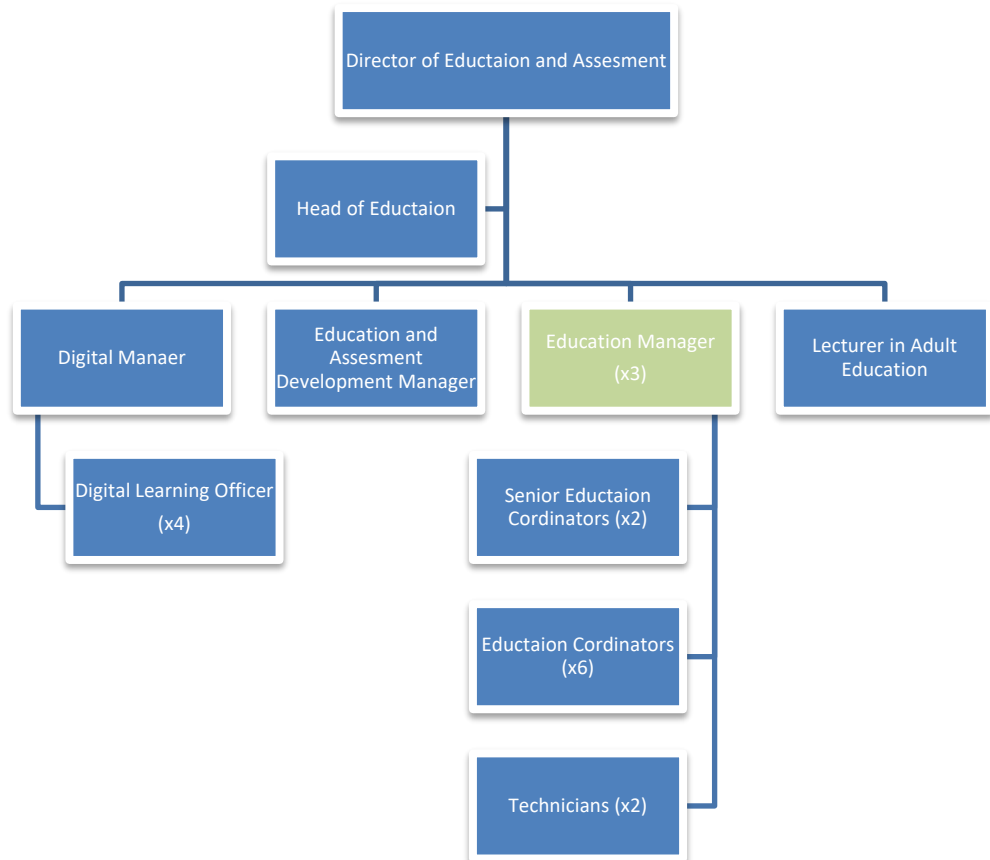
Section 1 - Description

Job Title: Education Manager
Grade: Grade 5 - £35,556
Location: Education and Assessment Unit, RCPSG
Glasgow/home hybrid working (50% in office)
Reports to: Head of Education
Date: May 2026

Section 2 - Job Purpose

To direct, motivate and develop the team of Education Co-ordinators, whilst acting as a key support to the Head of Education and the Director of Education and Assessment. To develop, promote and deliver high-quality educational courses and conferences in the field of healthcare, innovatively increasing delegate numbers and sponsorship. To develop and maintain processes and procedures to ensure that the Unit operates efficiently and within budget and contributes to College-wide activities.

Section 3 – Organisation Chart





Section 4- Dimensions

- Lead the planning, coordination, and successful delivery of 12 conferences and approximately 40 courses per academic year across the Medical and Dental Education portfolio.
- Proactively working to achieve the allocated medical and dental education contribution target of £400,000 per annum.
- Provide effective administrative and operational support to two Education Boards,
- Line manages one Senior Education Coordinator and three Education Coordinators.

Section 5 – Main Responsibilities and Role

- Lead and direct the education co-ordinators on a day-to-day basis as directed by the Director of Education and Assessment and Head of Education in the delivery of educational events
- Manage the events taking place at any of the College’s own or external venues, across a range of Medical, Surgical, Podiatric Medicine, Travel Medicine and Professional Skills topic areas. Ensuring events are delivered on time, within budget and using IT systems to maximise efficiencies. This managers role has a specific focus on Medical and Dental Education
- Contribute to planning and delivery of individual events as directed by the Director of Education and Assessment and Head of Education
- Deliver high quality educational events whilst proactively contribute to the recruitment of members and innovatively increasing delegate and sponsorship numbers
- Assist in the successful operational running of IMPACT Central Office
- Stand in for the Head of Education when they are on leave or absent on duty elsewhere
- Plan and deliver marketing for education events, working across College as required
- Act as an administrative support to the Education Boards and Committees as directed by the Director of Education and Assessment and Head of Education
- and ensure they are administrated correctly, to create the required annual education calendar of events
- Act as the lead on ad hoc tasks or projects as directed by the Director of Education and Assessment and Head of Education

Section 6 – Planning and Organising

- Planning and organising skills will be required to ensure that supervision of educational events are delivered fully and that events meet the set budget.
- Individual resource planning will be required including people management and financial planning for events, including income and expense reporting.



Section 7 – Decision making

- The post holder will be expected to lead the team when appropriate and take decisions on a day to day basis, with direction from the Director of Education and Assessment and Head of Education.

Section 8 – Knowledge, Experience and Skills Set Required

Essential:

- Educated to a degree level or equivalent (i.e. educational achievement plus working experience)
- Experience of leading a small team or project is necessary. The ability to lead and direct the education team will be essential
- Knowledge of IT systems, database-management and Microsoft Office
- Experience of handling multiple projects simultaneously

Desirable

- Strong creative streak and the ability to contribute to the successful development of new education products, including; conferences, courses and digital products
- Practical marketing experience
- Sponsor acquisition experience
- Understanding of the Medical/Educational/Public sector or not-for-profit environment
- Ability to provide concise reports and statistical information is necessary
- Experience in developing new processes and systems to streamline activity within a function would be desirable
- Experience of digital learning would be desirable
- Decision-making and diplomacy skills will be at a premium