



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Conference and Event Co-ordinator
35 hours per week - 5 days over 7 - including evenings and weekends -Permanent
Salary grade 3 - £26,665.48 per annum
June 2026

For more than 425 years, the Royal College of Physicians and Surgeons of Glasgow has been improving health and healthcare for people around the world.

Today, we are a professional membership body providing education, assessment and development to more than 15,000 Fellows and Members at all stages of their careers. We are a UK organisation with a global membership.

Our estate in the heart of Glasgow city centre includes modern conferencing and events facilities, a rich and extensive heritage collection with museum status, a library and our multi-award winning events offering, 1599 at the Royal College.

Our purpose is built around delivering:

- Excellent education and outstanding member experience
- New standards through assessment and gold standard qualifications
- Transformative impact on the health and wellbeing of the wider world

Our vision: To build an influential global community that enables our Members to develop the skills, knowledge and influence to improve healthcare standards worldwide.

Our mission: We want to enable our Members to achieve their full potential as healthcare professionals and give them an influential voice in the world.

Our values: The College is not a building or a tradition, but a global community. In all that we do, we're committed to putting our people first: Fellows and Members, those undertaking our education and assessment, colleagues and partners.

For us, how we work is as important as what we do, and we aim to live by our values. They embody the essence of the College motto, *conjurat amice*, meaning 'together in friendship'. It's an approach that is as relevant today as it was 425 years ago.

- **Community** Working together to support one another to succeed; listening to and engaging with partners and people, locally, nationally and globally, to achieve our core purpose.
- **Integrity** Valuing and learning from our heritage and commitment to excellence; never compromising on our core purpose, our standards and the quality of delivery.
- **Innovation** Proactively challenging current thinking with a forward-looking agile approach that meets the changing needs of our members and all those who interact with us.
- **Inspiration** Leading by example through open dialogue, teamwork and engagement to maximise our potential and affect change.
- **Inclusivity** Demonstrating care, kindness, civility, generosity and mutual respect through the way we welcome, work and interact with people.

The Role

Reporting to the conference and event manager, the conference and events coordinator is responsible for the efficient planning of all events on behalf of the college. The post holder will interact frequently with internal and external stakeholders, managing our existing client's expectations and build strong relationships with our new clients.

About You

- A degree level Education or equivalent experience
- Experience working with diary and venue booking systems
- Experience of hybrid event delivery
- Experience of working in a busy corporate event venue
- Experience of event planning and venue booking processes
- Experience of conference organisation
- Excellent communication and organisational skills with the ability to influence decision makers at all levels
- Experience across corporate and medical sectors is preferred but not essential
- Strong interpersonal skills in order to promote the business
- Excellent written and verbal communication skills
- Strong teamwork, communication and presentation skills
- Diplomatic and skilled in complaint resolution
- Strong negotiator
- Client focused
- Detail orientated
- Excellent organisational and record keeping skills
- Ability to work under pressure
- Ability to work independently and flexibly within team setting
- Ability to use own initiative appropriately

Job Context and Special Features

Due to the nature of the duties and responsibilities associated with this role, the post holder will be expected to work five days out of seven every week, with variable shifts covering early mornings, evenings and weekends. A flexible approach to the role is required.

Benefits

- 40 days holiday
- Hybrid working – at least 50% working in College, dependent on the needs of the business
- Pension Scheme – The College offers a contributory pension scheme with employee contributions ranging from 6% to 10%, based on the employee's chosen contribution level
- Enhanced Sick Pay, Maternity, Paternity and Adoption pay
- Health and Wellbeing Benefit
- Cycle to Work Scheme

Successful candidates will have the requisite ability and experience to meet the specific requirements of the post. If you believe you have the skills to be part of our team then apply by submitting your CV, with a covering letter and Equal Opportunities Monitoring form (available from our website) to

recruitment@rcpsg.ac.uk

Closing date: 2 July 2026

Interview Schedule: 8 July 2026.

Due to the high volume of applications received, only short-listed candidates will be contacted.

If you have any queries please contact recruitment@rcpsg.ac.uk