



# Royal College of Surgeons of England

ADVANCING SURGICAL CARE

**Job Title:** Learning Innovation Coordinator

**Salary:** £25,597 - £29,045

**Contract Type:** Permanent, full-time (35 hours)

**Location:** We fully support flexible working, either from our superb offices in Holborn or from home (subject to role requirements)

## About us

The Royal College of Surgeons of England (RCS England) is the professional body for surgery. Our mission is to build the future of the surgical profession and improve the delivery of surgical care. We do this through education, training, examination, supporting surgical research and providing support and advice for surgeons at all stages of their careers.

## About the role

RCS England is looking for a Learning Innovation Coordinator to join its Learning Innovation Team in a multifaceted role.

The successful candidate will be responsible for planning, organising, and coordinating tasks that support the whole team. A significant part of the role, will be working with project managers and content developers to support the creation of courses, learning material in a range of formats, coordinating publishing processes and contributing to the high standards of our products.

Alongside this they will be supporting committees, working groups and forums, and working with our learning technologist to ensure that the VLE (virtual learning environment, Moodle) provides a quality learning experience as well as supporting the development and reporting of business shaping analytics.

This role provides an insight into a range of functions and provides a strong foundation for those wishing to progress either into project management, or a creative path as a content producer. To help you achieve these goals you will be offered mentoring and training as part of a plan for your development.

## Responsibilities

- Working with development teams including Project Managers, Educators and Content Producers to produce engaging learning content in a range of formats that meets agreed clinical and educational requirements.
- Working with the digital learning producer and project managers, support the production of videos and podcasts and assist with the technical editing of video and audio content.
- Working with the Project Managers to plan and conduct research, source and evaluate media content, check and register copyright use and draft documents.
- Supporting membership of the Expert Advisory Network including becoming the first point of contact for members and stakeholders.
- Arranging and managing stakeholder meetings as required, producing briefings and papers, taking notes and maintaining records of decisions and actions.
- Planning and coordinating College governance committees (such as the Learning Committee) and strategic stakeholder and sponsor meetings, faculty development days, course pilots and project meetings.
- Working with our Learning Technologist to manage and test our VLE, managing data analytics.

## About you

- You will have an interest in learning about and being involved in the process of developing educational products and publishing processes.
- You will be able to work independently on a range of tasks, demonstrating initiative, whilst using your strong prioritisation and organisational skills to meet tight deadlines.
- You will have excellent interpersonal skills, able to establish trust and build relationships with people at all levels including surgeons volunteering their time.
- You will have experience of managing and supporting committees, and working groups.

## Your first six months

You will have progressed through an induction programme, learning about RCS and the surgical profession. This will have included training in copyright, multimedia editing (adobe), publishing processes, QA testing and the technologies used in education and training.

You will have become an integral part of the team working collaboratively with colleagues, freelancers and surgeons to develop courses and learning material. Through this experience you will have begun to learn about what it takes to create content in a range of formats from eLearning, video, print and to immersive room technology. You'll have helped organise course pilots, working group meetings and the practicalities of video shoots. You'll have QA tested your first eLearning module. You'll have learnt about our financial management systems and raising purchase orders.

You'll have organised a Learning Committee meeting, produced committee papers and concise minutes. You will have learnt about the work of our Expert Advisory Network, managing the proof of concept application process and will have helped us collate diversity and inclusion data.

## What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working, working at home and in the office dependent on business needs
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

## Interested Candidates:

**If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk).**

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk)

**Closing date: Monday 11 December 2023**

**Interviews will be via Microsoft Teams**

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without

regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.