

Job Title: Editorial and Learning Innovation Assistant

Salary: £29,961 up to £31,550 per annum

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

Location: We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend a minimum of 20% of their time in the office. This is subject to role requirements.

About us

The Royal College of Surgeons of England is one of the best-known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

RCS England is looking for an Editorial and Learning Innovation Assistant 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 across a variety of activities.

They will play a key role in supporting the development, editing, and delivery of high-quality educational content for medical professionals. Working closely with subject matter experts, project managers, educators, producers, and learning technologists, the postholder will support the development of learning materials that are accurate, engaging, and aligned with the Royal College of Surgeons of England's educational standards.

The post holder will gain insight across all learning innovation functions, offering a broad understanding and knowledge as a foundation for growth and progression.

Responsibilities

- Working with digital learning producers and educators to produce learning content that meet agreed clinical and educational requirements, are branded within corporate guidelines and are consistently presented.
- Working with project managers, to manage editorial and publishing workflows.
- Assisting in the development of learning content including eLearning modules, course materials, handbooks, and assessments for surgical training.
- Assisting with the editing and proofreading of written content for clarity, consistency, grammar, and adherence to house style, maintaining version control.
- Seeking copyright permissions and maintaining accurate copyright and IP records.
- Sourcing images and media content, including medical images, working with subject matter experts.
- Supporting development of courses for our new Extended Reality Lab (XRL) involving immersive simulation technology.
- Planning and coordinating College governance committees (such as the Learning Committee) and strategic stakeholder and sponsor meetings, faculty development days, working group meetings, course pilots and project meetings; these will be face to face or virtual.
- Supporting membership of the Education Advisory Network including becoming the first point of contact for members and stakeholders.
- Managing the proof-of-concept application process, liaising with marketing and applicants at all stages of the process.

- Working with the Head of Learning Innovation to support new opportunities including research and collating funding bids.
- Processing invoices and expenses.

About you

- You will have an interest in learning about and being involved in the process of developing educational products, editorial 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 be able to work to tight deadlines managing competing priorities.

Your first six months

You will have progressed through an induction programme, learning about RCS England and the surgical profession. This will have included training in copyright, 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 and print. 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 will have contributed to the development of courses in our Extended Reality Lab, learning how we use immersive simulation technology in medical training.

You'll have organised a Learning Committee meeting, produced committee papers and concise minutes. You will have learnt about the work of our Education 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
- 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.

Interviews will be via Microsoft Teams

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

Closing date: Monday 1st September 2025 (by 9am)

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.