

Job Title: ISCP Curriculum Officer
Salary: 31,453
Band: 3a
Contract type – Fixed Term Contract (12 months)

About us

The Joint Committee on Surgical Training (JCST), based at the Royal College of Surgeons of England, is looking for an Curriculum Officer to work within the Intercollegiate Surgical Programme (ISCP) team.

The JCST is an advisory body for all matters related to surgical training. We work on behalf of the four Surgical Royal Colleges of the UK and Ireland, and our mission is to develop, promote and ensure the highest standards of surgical training for the benefit of patients. We do this through monitoring of surgical training, evaluation of eligibility for specialist registration, quality improvement and provision of the ISCP.

The ISCP is the UK framework for surgical training, taking doctors from core surgical training to consultant level surgical practice.

About the role

The ISCP Curriculum Officer, plays a vital role in supporting the Surgical Director and Head of ISCP in delivering high-quality surgical training. You'll help maintain the surgical curriculum and its online platform, coordinate key meetings and webinars, manage communications across digital channels, and keep public-facing content like the ISCP website and YouTube channel up to date. You'll also support the ISCP Management Committee and working groups, liaise with Specialty Advisory Committee (SAC) Chairs and Curriculum Leads, and contribute to curriculum approvals in line with GMC standards. This role suits someone with excellent organisational and communication skills and a strong interest in surgical training frameworks in the UK and Ireland.

Responsibilities

- Servicing the ISCP Management Committee meetings and working groups, including preparing agendas, minutes, and follow-up actions, and managing logistics for both virtual and in-person meetings.
- Acting as a key contact for curriculum-related queries, managing bulk communications, and supporting promotional activities such as webinars, presentations, and training events.
- Maintaining and updating the ISCP's public-facing content, including the website and YouTube channel, and assisting with testing new digital tools.
- Liaising with SAC Chairs and Curriculum Leads to support curriculum development and approval processes, ensuring compliance with GMC standards and maintaining accurate records.
- Representing the JCST professionally and contributing to the continuous improvement of ISCP services, undertaking additional tasks as required.

About you

- Educated to degree level or equivalent (or proven record in a similar role)

- 2 years or more experience in administrative post(s) in a busy customer-facing environment
- Committee servicing and ability to produce high quality formal minutes of committee meetings
- Managing an area of work independently
- Strong organisational skills and ability to set up and maintain effective administrative systems
- Accuracy with strong attention to detail
- Proven ability to be proactive and take initiative
- Ability to work under pressure
- Ability to handle responsibility
- Ability to assimilate and interpret complex information and explain it to others
- Excellent IT skills
- Competent in the use of MS Office suite
- Proven experience in document version control and proficient use of track changes to manage and review collaborative edits with accuracy and clarity
- Maintaining web pages using content management software (such as Umbraco)
- Experience of using digital tools (such as YouTube)
- Experience of automated marketing software for bulk mailing (such as Dotdigital)
- Ability to work as part of a team but also independently
- Excellent communication skills, written and spoken with colleagues and internal/external customers
- Ability to build relationships and rapport with customers

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 please email your CV to 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

Closing date: 19th December 2025

If you would like to find out more about the role please get in touch with Maria Bussey, Head of ISCP at mbussey@jcst.org.

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.