



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Collections Officer

Salary: £28, 961

Contract Type: Fixed Term Contract -14 months

Location: Southeast and Central London- multisite working.

About the role

The Museums of the Royal College of Surgeons of England cares for 70,000 objects and organic preparations. 23,000 of these are currently housed in offsite storage, including artworks, historic surgical instruments and organic preparations (including human tissue). These need to be moved to a new store by November 2026. To achieve this RCS England Museums are seeking to appoint a Collections Officer who will be responsible for various aspects of collections management and care.

As the Collections Officer, you will work to prepare the collections for safe transportation, and controlled movement, including tracking, location updates, and associated documentation work using the Collections Management System. You will also label, photograph and assess the collections and help to pack, move and unpack as needed.

The role requires the post holder to work a five-day week. This role requires multisite working, at RCS Central London headquarters, the offsite store in Southeast London, and a future store within England (location tbd). Please note this job will involve physical work.

The Royal College of Surgeons of 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.

Responsibilities

- Updating records on the collections management system (CMS)
- Auditing collections
- Tracking of museum collections
- Labelling, photography and assessment of museum collections
- Physical movement of collections

About you

- A relevant undergraduate degree
- Experience in museums collections work and object handling
- Experience of working with natural history/medical collections is desirable
- Experience of using a collections management system (CMS)
- Experience of using Axiell/Adlib is desirable
- Experience of tracking and updating museum locations during moves

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.

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@rceng.ac.uk

Closing date: 4 January 2026

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.