

Job description

Job title:	ISCP Curriculum Officer
Grade:	3A
Department:	JCST
Responsible for:	N/A
Accountable to:	<i>Head of ISCP</i>

Job summary

The post of Curriculum Officer is a key administrative role within the ISCP team, supporting the ISCP Surgical Director and Head of ISCP in maintaining the surgical curriculum and its associated online training platform. The postholder coordinates meetings, services webinars, and manages bulk communications across various media channels. They are responsible for updating public-facing content, including the ISCP website (using content management software) and YouTube channel, and for servicing the ISCP Management Committee and its short-life working groups. The role involves liaising with Specialty Advisory Committee (SAC) Chairs and Curriculum Leads, providing support for the curriculum approval process, and ensuring compliance with GMC standards. A strong understanding of the regulatory frameworks for surgical training in the UK and Ireland is essential, along with excellent organisational and communication skills.

Specific duties and responsibilities

1. ISCP committees and working groups

Responsible for:

- Servicing the ISCP Management Committee and working groups.
- Maintaining terms of reference and committee membership.
- Drafting agendas, supporting papers and correspondence and handling follow-up actions.
- Organising meetings online or in person and, as required, room bookings, catering, audio-visual equipment and expenses. Attendance at meetings outside London may be required.
- Providing accurate minutes and updates on actions.



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2. ISCP communication and promotion

Responsible for:

- Acting as a point of contact for internal and external stakeholders seeking curriculum-related advice, providing clear and timely responses to queries.
- Organising and supporting promotional activities such as development days, presentations, video creation and webinars, including scheduling, logistics, and where necessary attendance at events outside London.
- Managing bulk communications using email, automated marketing software (such as Dotdigital) and other media platforms.
- Training stakeholders on the use of the ISCP as required.
- Drafting guidance and training materials for user groups and the ISCP website.

3. ISCP development and content management

Responsible for:

- Maintaining and updating the ISCP public web pages to ensure accuracy and relevance.
- Uploading and editing curriculum content according to release dates.
- Overseeing and refreshing content on the JCST YouTube channel.
- Testing new interactive web-based applications tools.

4. ISCP curriculum review and approval

Responsible for:

- Developing and maintaining a good understanding of the regulatory frameworks governing surgical training in the UK and Ireland.
- Advising SAC Chairs and Curriculum Leads of the GMC's standards, working closely with them on the change process and necessary actions.
- Maintaining shared folders and files.
- Arranging stakeholder consultation exercises, compiling stakeholder lists and personalised communications, collating feedback and theming responses to GMC standards.
- Tracking individual specialty changes and providing regular progress reports.
- Preparing submission documentation in accordance with GMC standards by set deadlines.
- Keeping accurate records of approved curricula, decision letters, correspondence and submissions in both ISCP and GMC systems.
- Maintaining glossaries of terms, generic text and curriculum templates.
- Supporting the evaluation of the ISCP.



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5. General

- The post-holder is expected to represent the JCST in a professional manner in relation to their responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Surgical Director, the Head of ISCP and the Head of JCST.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

October 2025

Person specification

	Essential	Desirable
Qualifications	• Educated to degree level or equivalent (or proven record in a similar role)	• Experience of working in a medical or educational field
Experience and skills	• 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	• Formal minute writing • Writing papers and reports



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	• 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	
Technical competencies	• 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)	• Experience of HTML to present website information • Creating and organising web content and maintaining websites
People and interpersonal skills	• 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	• Experience of working to a framework promoting equality, diversity and inclusion.

The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	• We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work



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Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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.



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