Job Title: Quality Assurance and Accreditation Team Administrator
Salary: from £28,530 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 20% of their time in the office. This is subject to role requirements.

About us

Do you want to change healthcare for the better?

Join the Royal College of Surgeons of England (RCS England) and you will be part of a professional membership organisation and registered charity that is committed to advancing surgical care.
We provide world-class education, assessment and development to 30,000 surgeons and dental surgeons at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research and championing the best outcomes for patients.

Our heritage home in Lincoln's Inn Fields, Holborn
Nestled in the heart of bustling London, our beautiful heritage building in Lincoln's Inn Fields, Holborn, offers an easily accessible location steeped in history. Now transformed into a centre of excellence for surgery, it provides a welcoming place for all our members to train, meet or network, wherever they live and work.

About the role

The Royal College of Surgeons of England is looking for a Team Administrator to join our Quality Assurance and Accreditation Team. This exciting role provides administrative support to the delivery of the College's quality assurance and accreditation work, helping to ensure the effective operation of processes that support and recognise high standards in surgical education and training.

Working as part of a small and supportive team, you will be responsible for coordinating meetings and review activities, maintaining records and documentation, supporting communications with a range of stakeholders, and providing administrative support across accreditation and quality assurance programmes. You will also contribute to the smooth running of projects, events and committee activities.

This is a varied role that offers the opportunity to work with colleagues across the College, external organisations, clinicians and educational experts, gaining valuable experience within a nationally and internationally recognised area of work.

The successful candidate will have excellent organisational skills, strong attention to detail, and the ability to manage competing priorities while maintaining a high standard of customer service. This is an excellent opportunity for a motivated administrator to join a friendly and collaborative team, develop their professional skills, and play a key role in supporting work that drives quality improvement and excellence in surgical education and training.

Responsibilities

- Provide high-quality administrative support to the Quality Assurance and Accreditation Team.
- Coordinate accreditation reviews and quality assurance activities, including scheduling meetings and supporting review panels.
- Organise meetings, prepare agendas, collate papers and take accurate minutes where required.
- Maintain accurate records, databases and filing systems, ensuring documentation is up to date and accessible.
- Assist with the preparation, distribution and tracking of accreditation and quality assurance documentation.
- Support the organisation of events, review visits and committee activities, both online and in person.
- Monitor shared inboxes and ensure correspondence is managed effectively.
- Produce routine reports, correspondence and other documentation using Microsoft Office applications.
- Support projects and service improvement initiatives across the team.
- Ensure compliance with College policies, procedures and quality standards.

- Work collaboratively with colleagues across the College to support the successful delivery of team objectives.

About you

You will have proven administrative experience and excellent organisational skills, with the ability to manage a varied workload, prioritise tasks effectively and meet competing deadlines. You will be a confident communicator, able to build positive working relationships with a wide range of internal and external stakeholders and provide a professional, high-quality service.

With strong attention to detail, you will be comfortable maintaining accurate records, handling documentation and supporting meetings, events and projects. You will be proficient in Microsoft Office applications and able to use systems and databases effectively.

You will be proactive, adaptable and able to work both independently and as part of a collaborative team. Above all, you will be motivated by delivering excellent support and contributing to work that promotes quality and excellence in surgical education and training.

What's in it for you?

- 27 days paid holiday + bank holidays and up to 4 college closure days over the festive period & other leave entitlements (carers leave, fertility treatment leave, etc.)
- Hybrid and flexible working. We require staff to spend a minimum of 20% of their time in the office, subject to role requirements.
- Enhanced contributory pension scheme
- Equal access to enhanced parenthood leave
- A range of staff and peer networks
- Employee health and wellbeing committed (Healthcare cash plan, menopause friendly, disability confident employer, mental health first aiders, EAP etc.)
- Retail discount platform
- Sabbatical and volunteering opportunities
- Variety of learning and development opportunities

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: 22nd November 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.

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