



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title - Project Manager – Licence in Dental Surgery Examination

Salary - £41,655 to £44,000 per annum

Contract Type – 18-month Fixed Term Contract, 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

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.

About the role

Are you a proactive and experienced Project Manager with a passion for delivering impactful projects? Do you have experience of working in the examination or assessment sector?

The College is seeking to employ a Project Manager to lead the expansion of its Licence in Dental Surgery examination. This exam allows overseas trained dentists to apply to be on UK Dental Register, and is expanding from accommodating 250 candidates in 2025 to 2000 in 2027.

Responsibilities

This is hands-on dynamic role where you'll lead and support the expansion of a key exam in the College's portfolio. You'll engage with stakeholders across the College and beyond on project implementation, where you'll be responsible for ensuring the project is delivered on time, within budget, and meets key performance targets.

About you

You will be a confident and capable project manager with:

- Experience managing projects.
- Experience or understanding of education and assessment, and the ability to become familiar with the context of high-stakes examinations quickly.
- Strong stakeholder engagement and communication skills.
- Excellent presentation skills, and the ability to influence individuals at all levels.
- A strategic mindset with problem-solving abilities and attention to detail.
- Able to work across multiple projects and teams, and manage competing priorities.
- Familiarity with project governance, project methodologies, and risk management.
- Excellent written skills, including report writing.
- Demonstratable knowledge of the MS Office suite of applications
- A collaborative mindset and commitment to best practice.

Qualifications – Recognised qualification in project management

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: Monday 11 May 2026 (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.

