



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title – Medical Education Delivery & Data Assistant (x3 vacancies)

Salary - £29,250 per annum

Contract Type – Permanent, Full-time (35 hours)

Location – We do require staff for this role to be based full-time at our superb offices in Holborn.

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.

Our building provides state of the art education facilities at the Bjorn Saven Centre for Surgical Education, using evidence based, technology-enhanced learning for the entire surgical and dental team.

About the role

This entry level role based in our education department is a great fit for biomedical or health sciences graduates with an interest in medical education and a flair for data. Encompassing event and technical support, digital maintenance and data analysis our Medical Education Delivery & Data (MEDD) Assistants work across the breadth of our department supporting frontline technical staff, education managers and customers.

Pre-existing advanced digital skills, administrative and clinical experience are not required. What matters is curiosity, confidence with everyday technology and software, and a genuine willingness to learn. Full training will be provided during the first 6 months and, following successful completion of this probationary period, post holders will be enrolled onto a fully funded and externally recognised digital development programme.

Responsibilities

In person and virtual course delivery

- Supporting the work of our clinical skills and simulation technicians, including management of education centre reception desk, course logistics, AV & facilities troubleshooting.
- Administrating virtual courses, including slide management and breakout rooms.

Administrative and event support

- Investigating, progressing and resolving all email, telephone and in person enquiries in a timely and appropriate manner.
- Supporting productivity of education managers by organising administrative tasks and assisting with events such as conferences and content creation sessions.

Digital skills development and data management

- D365 data management including creation of Power BI dashboards and reports to support operational insight, planning and decision-making.



- Construction of simple automations using Power Automate and Customer Insight Journeys, surveillance and basic maintenance of existing automation infrastructure.

Sales and quality assurance

- Using D365 sales app to progress leads through the sales pathway
- Monitoring of franchised course provider KPIs, intervening as required to ensure compliance with agreed quality standards
- Quality data presentation and trend analysis.

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:

Please note due to the course and event support responsibilities, this role is based full-time in the College building, requiring early/late shift and weekend working.

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: 30 June 2026

Please note applications will be reviewed each week on a rolling basis.

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.

