Job Title - ICBSE Exams Coordinator
Salary – from £30,612 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 **ICBSE Exams Coordinator** to support and grow the development of the MRCS Part A exam within ICBSE. Working with the ICBSE Managing Editor (Part A) to maintain and update the intercollegiate MRCS question banks on behalf of the four royal surgical colleges.

Responsibilities

- Assisting with the build of MRCS MCQ Exams. Proofreading new and updated questions.
- Maintaining the security of the MRCS question bank and questions. Keeping accurate records and files, including audits of MRCS MCQ banks.
- Assisting with the commissioning of new questions by organising question writing meetings for the Part A MCQs, liaising with question writing leads and others to fix dates, inviting and monitoring attendees.
- Working with the system providers to ensure accuracy and efficiency of exam schedule.
- Coordinating with committees to select and finalise Part A MCQ papers. Ensuring alignment with assessment standards
- Managing the secure distribution of MCQ papers and reasonable adjustment materials, ensuring timely and accurate delivery to centres and colleges
- Administering candidate and exam configurations across online delivery platforms, supporting colleges with exam setup, delivery, and post-exam processing.
- Leading the coordination and servicing of MCQ sub-group meetings, including agenda planning, paper preparation, and post-meeting follow-up.
- Produce and manage the ICBSE Quarterly Newsletter. Collating updates from key stakeholders and publishing the content. Identify new systems to maintain tracking.
- Assisting in the maintenance of the ICBSE website, ensuring content is up to date and relevant to candidates, scheduling updates from team members, documenting and tracking updates.

About you

- Educated to a degree level or equivalent qualification
- Experience of preparing reports, papers and spreadsheets and logistics for meetings
- High level of attention to detail and ability to work to tight deadlines, managing workflows and production experience
- Good interpersonal skills, including the ability to work with internal and external stakeholders

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.
- Opportunity to work from outside the UK (up to 2 weeks) (dependant on eligibility)
- 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: Thursday 26 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.