Job Title – ICBSE Operations 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 an effective and organised administrator to join the Intercollegiate Committee for Basic Surgical Examinations (ICBSE) office. The post is a key member of the ICBSE team, which works with the four Surgical Royal Colleges of the UK and Ireland to support the development of the Intercollegiate MRCS examination. The role holder will work closely with the ICBSE Policy Manager to provide administrative support for the ICBSE committees and subgroups, as well as playing an important part in supporting the delivery of the MRCS through its online test partner, Pearson. The workload is varied, challenging, and rewarding. You will be part of an intercollegiate team, but based in the examinations department at RCSEng, which is friendly, welcoming and has a strong ethic of teamwork and collaboration.

Responsibilities

- Provide committee and operational support to ICBSE, working closely with the four surgical Royal Colleges, Heads of Examinations and committee chairs.
- Organise and minute committee meetings, prepare papers and reports, monitor actions and coordinate meeting logistics.
- Maintain effective communication between committees and Colleges, supporting consistent governance and delivery of agreed initiatives.
- Manage assessor recruitment, examination allocations, training compliance and feedback across UK, Ireland and international examinations.
- Coordinate examiner approvals, maintain records and monitor Equality and Diversity training compliance.
- Support MRCS examination delivery, respond to candidate enquiries and help maintain candidate information and policies.
- Maintain accurate records, update website content and contribute to newsletters, publications and examination announcements.
- Collate examination data and feedback, prepare reports and statistics, and support annual reporting.
- Monitor allocated budgets, process expenses and purchase orders, and support supplier tender processes.
- Work with colleagues to improve operational processes and develop guidance and training materials that support consistent examination delivery and quality assurance.

About you

- A-level qualifications or equivalent, or higher.
- At least one year's experience in an office environment, including administrative duties.
- Experience preparing reports, papers and spreadsheets, and coordinating meeting logistics.
- Strong Microsoft Office skills and the ability to produce accurate, high-quality written materials.
- Excellent attention to detail and organisational skills, with the ability to manage competing priorities and meet tight deadlines.
- Clear, professional communication skills and the ability to work effectively with internal and external stakeholders.
- Ability to work independently and collaboratively in a complex, fast-paced environment.
- Willingness to learn new skills and adapt to changing requirements.

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: 10 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.