



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title – Executive Assistant (Executive Office)

Salary – from £43,033 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. For this role it will require 2 to 3 days in the office.

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 organised and proactive Executive Assistant to provide high-quality administrative and organisational support across the Executive Office. You will provide dedicated executive support to specific Officers and/or members of the Executive Director Team, as allocated, while working collaboratively and flexibly with the wider executive support team. You will help coordinate priorities, maintain effective working arrangements and act as an important liaison with internal and external stakeholders. This role requires sound judgement, professionalism and the ability to handle sensitive and confidential matters appropriately.

Responsibilities

- Provide dedicated and proactive executive support while working flexibly across the Executive Office to provide cover and respond to changing priorities.
- Coordinate complex diaries, meetings, travel and associated arrangements for senior leaders supported by the Executive Office.
- Coordinate information, papers and briefing materials for senior-level meetings, ensuring that supporting information is complete and available on time.
- Process expenses and other routine financial administration for senior leaders and Officers in line with College procedures.
- Provide high-quality committee support where required, including agenda coordination, minute-taking and timely follow-up of actions.
- Act as a key point of contact for the Executive Office and build effective working relationships with internal and external stakeholders.
- Triage enquiries and requests, responding or escalating as appropriate and using discretion and sound judgement.
- Support governance administration, meetings, groups and key forums within the Executive Office remit.
- Coordinate agreed projects and pieces of work, maintaining plans, records and progress updates as required.

About you

- You will have experience of providing effective executive or senior-level administrative support in a busy environment, managing varied tasks and supporting multiple priorities.
- You will have strong written and verbal communication skills and be able to handle sensitive and confidential matters appropriately.
- Organised, accurate and proactive, you will be able to plan ahead, prioritise competing demands, meet tight deadlines and identify practical solutions to routine issues.





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- You will be confident and professional when working with senior colleagues, Officers and College representatives, and able to build constructive relationships with internal and external stakeholders.
- You will be able to produce accurate, well-structured correspondence, briefings, reports and presentations to a high standard.
- You will have a high level of digital confidence, including strong working knowledge of Microsoft Outlook, Word, Excel and PowerPoint, together with experience of using SharePoint and Microsoft Teams to store, organise and share information.
- You will be resilient, diplomatic and collaborative, with the ability to work independently and flexibly as well as part of a team.

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: Friday 16 October 2026(by midday)

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.

