

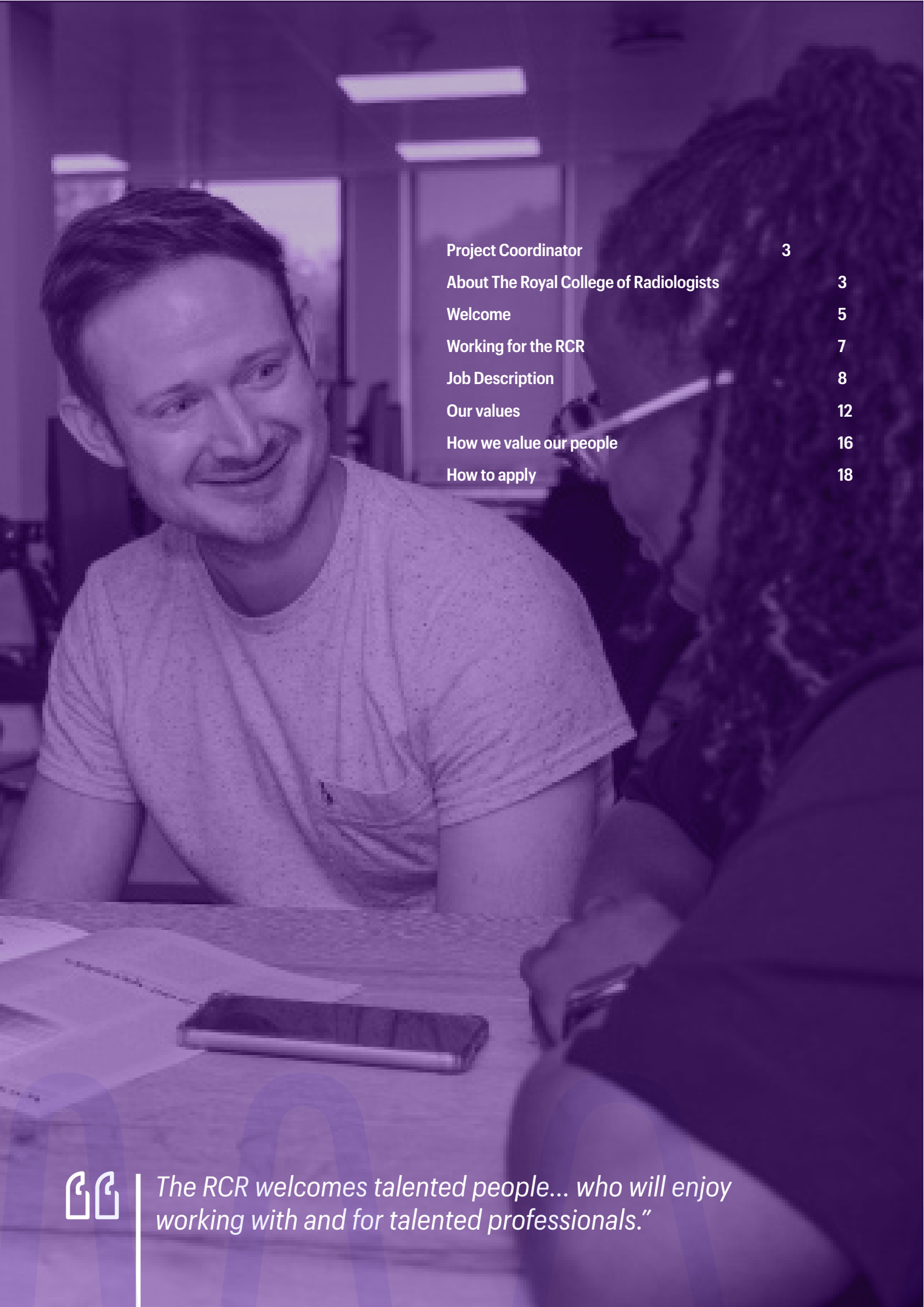


The Royal College of Radiologists

Project Coordinator Candidate pack



The Royal College of Radiologists



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The RCR welcomes talented people... who will enjoy working with and for talented professionals."

Project Coordinator

Salary:	£19,095 per annum (pro rata of £31,824 FTE), with pay progression up to £21,861 per annum (pro rata of £36,435 FTE) within two years employment, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Part-time/21 hours per week
Contractual status:	Permanent
Closing date for applications:	23:59 2 November 2025
Interview date:	Shortlist interviews are scheduled for 7 November and selection interviews are scheduled for 12 November 2025.

About The Royal College of Radiologists

Are you interested in making a real difference in the healthcare sector to improve imaging and cancer care for all?

At The Royal College of Radiologists (RCR), we're the leading professional membership body for clinical radiologists and clinical oncologists and a registered charity who educate and support doctors throughout their career. With over 14,000 members in the UK and internationally, together we're contributing to the advancement of each new generation of doctors and helping to improve patients' lives.

We require a broad range of skills and experience to deliver our strategic goal of increasing the clinical radiology and clinical oncology workforce, which will ultimately lead to improving imaging and cancer care services for all.

If you're inspired by our **strategy** and **values**, and are passionate about helping us meet our ambitious goals in an environment that celebrates differences, values diversity and recognises that everyone here plays a role in the success of the College, then we encourage you to consider a career at the RCR.



Welcome

Thank you for your interest in working with the RCR. I hope that you will find the information in this Candidate Pack useful, in addition to the content on our website: www.rcr.ac.uk

The last few years at the RCR have seen much growth and development. We have improved the range and quality of the services and support offered to our membership. We have grown the external profile of the RCR's work and increased awareness of the value of our medical specialities to patients and the public. We have created life-saving guidance and expanded our work globally to many different countries. We've revised how we train and examine our doctors to ensure they continue to be the best in the world, plus much, much more. We are ambitious to continue this success and build into the future.

Our Strategic Priorities from 2019 are:

Workforce

Support excellent, safe patient care by working collaboratively on team-wide standards across imaging and oncology. Define our doctors' professional needs for the future and shape sustainable workforce models for our patients and our specialties to realise them.

Be the experts

Highlight to the public and stakeholders the contribution our specialties make to safe, evidence-based and cost-effective patient care. Contribute meaningfully to the debate on the future of healthcare both in the UK and overseas.

Professional learning

Develop our educational offer to support our doctors to meet the challenges of practice, working with others where appropriate, sharing ideas where possible. Adopt new educational models rapidly to ensure continuing equity of access to high-quality products.

Membership value

Support all members and Fellows to deliver the best care for patients, for their entire career regardless of where or how they practice.

Our College

Shape a College that is demonstrably agile and responsive, accountable and open, supporting our specialties and the patients we treat.

The RCR is growing – in what we achieve, our income and our staff. We are a great team that focuses on improving the lives of patients through our doctors. Our culture is friendly and ambitious, underpinned by a continuing commitment to develop and support all our employees.

We are a *London Living Wage Employer* (www.livingwage.org.uk) not only for our employees, but also in respect of our contractors.

The RCR welcomes talented people who share our ambition, commitment who will enjoy working with and for talented professionals.

I look forward to hearing from you.

Yours sincerely



Working for the RCR

The RCR is a membership body and a registered charity. The trustee board is mainly made up of practising clinical oncologists and clinical radiologists and is accountable to the membership at large. Each specialty has its own Faculty which agrees policy and the range of support, advice and guidance offered to doctors in the specialty. The executives of the RCR are the eight Officers (doctors) who work closely with the senior management team (the Chief Executive and Executive Directors for Communications, Education, Professional Practice and Business and Resources) supported by about 100 other employees.

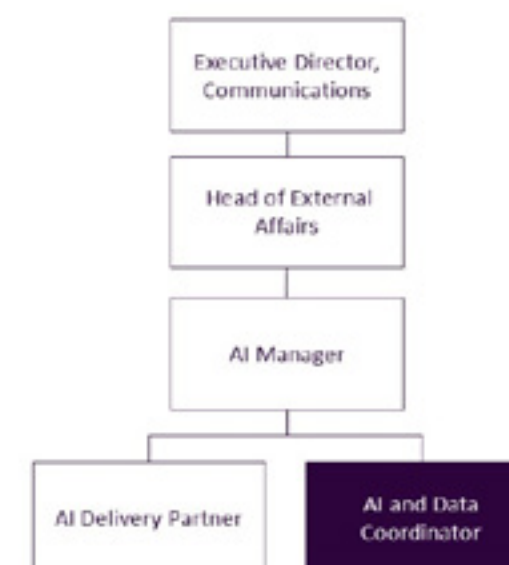
programme — coordinating meetings, liaising with stakeholders, and helping deliver impactful projects that shape the future of Radiology and Oncology. You'll also contribute to the External Affairs team's wider work on key data-led initiatives, supporting survey delivery, data validation and analysis, and helping produce high-quality insights for our members and stakeholders. If you have strong project coordination and administrative skills, experience with basic data analysis, and a curiosity about how AI can transform healthcare, we'd love to hear from you.

The Communications Directorate/AI Team

This is an exciting opportunity to join the Royal College of Radiologists as our new Project Coordinator!

We're looking for an organised and proactive individual to support our pioneering work in Artificial Intelligence (AI) for Radiology and Oncology in addition to our influential annual workforce Censuses. In this varied role, you'll be at the heart of the RCR's AI

Where the job fits



Job description

Job title:	AI and Data Coordinator
Responsible to:	AI Manager
Responsible for:	N/A
Contract terms and hours:	Permanent, part-time (0.6 FTE)
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working
Flexible working:	Employees are required to work from the office for at least 40% of their working week.

The role

Overall purpose

This role will primarily provide project support to the AI team, and in addition will support the delivery of the RCR's two annual censuses and other data-related projects.

Within AI team, you will act as the first point of contact in many areas of the team's interactions with internal colleagues and external stakeholders by managing the team's inbox. You will support the work of our two AI committees being responsible for organising the meetings, taking minutes and following up with Committee members on actions. You will also support us with events and other projects as required – so a customer service outlook is critical, as are strong organisational skills and a proactive mindset and a curiosity about the use of AI in Healthcare. In this role you will help ensure the RCR is leading within healthcare AI, and that our work is well-organised, effective and impactful.

The post-holder will also support the delivery of the RCR's two flagship annual censuses, which are authoritative and high-quality data-led reports about the state of the radiology and clinical oncology workforce. Tasks span the full annual census cycle, from planning and survey testing to chasing and tracking responses and data validation. As you develop in the role, we would seek to involve you in more analytical work. Some experience with data analysis and Excel and/or Power BI is therefore welcome, however it is more important that you are interested and willing to learn – we will happily provide you with training.

This role requires excellent administrative and project management skills, with a curiosity about the topic of AI for Health – so demonstrable project management expertise as well as some experience within the healthcare system would be welcome.

Main areas of responsibility

- a. Support AI activities for the AI team and College.
- b. Support the delivery of the RCR's annual censuses.
- c. General.

Responsibilities

- a. Support AI activities for the AI team and College.
 - 1. Act as the first point of contact in the AI's team's interactions with external stakeholders, triaging queries including from the AI email inbox.
 - 2. Apply advanced administrative and customer facing skills to support the AI team including arranging meetings,

- maintaining team shared documentation and coordinating AI related stakeholder events.
- 3. Maintain and share with the team, accurate and timely records of team decisions, activities and progress across allocated work.
- 4. Take on project work as allocated and take forward with flexibility agreed ideas, initiatives and processes, with insight into how to put them into practice effectively.
- 5. Prioritise competing demands to deliver on agreed workplans to achieve the organisation's goals in a timely manner, whilst maintaining attention to detail.
- 6. Maintain records of key stakeholders and outside bodies for the College's AI work, ensuring that the team and relevant representatives of the College are able to build strong working relationships to help progress our work.
- 7. Take high quality meeting minutes if required and follow up actions in a timely fashion.

b. Support the delivery of the RCR's annual censuses.

- 8. Maintain and verify contact lists for Clinical Directors (CDs) and Heads of Service (HoS), in liaison with the networking team
- 9. Set up and update project trackers to support census response monitoring
- 10. Support survey user testing, to identify and resolve issues ahead of launch
- 11. Log census returns and monitors response rates against targets
- 12. Support chasing of non-responders (via email and phone), maintaining a clear record of interactions
- 13. Conduct first-line checks on returned data (ensuring no missing or inconsistent entries)
- 14. Support data visualisation and reporting tasks, with appropriate training and oversight
- 15. Monitor the census inbox and provide timely, professional support to participants
- 16. Escalate complex or unresolved queries to the Census & Insights Project Manager as needed
- 17. Contribute to keeping internal documentation of census processes and workflows up to date
- 18. Maintain and manage records in accordance with the RCR's data protection policy and guidance.

c. General

- 19. Undertake such other duties appropriate to the level of the postholder's qualifications, experience and training as may be required by the RCR from time to time.
- 20. Provide excellent customer service throughout all duties. Respond to enquiries, seeking advice from colleagues when necessary.
- 21. Provide administrative support to AI committees, advisory and working groups and other relevant groups.
- 22. Maintain records of Conflicts of Interest.
- 23. Maintain records of decisions and progress of actions.



Key working relationships

Internal working relationships

- AI Manager – line manager.
- AI Delivery Partner – AI team colleague
- Census and Insights Manager – External Affairs team
- RCR AI groups and committees
- Other RCR managers and employees

External working relationships

- Members of RCR AI Committees and groups.
- NHS organisations such as NHS England.
- AI companies and industry bodies.
- Healthcare provider organisations.
- Heads of Service (oncology) and Clinical Directors (radiology)
- Academics working in AI.
- Others as required.

Scope and limits of authority

Decision making level	• Expected to manage own workload in consultation with line manager. • Day to day responsibility for taking routine decisions within the scope of RCR’s governance arrangements. • Expected to take decisions, sometimes exercising own judgement, but other times in collaboration with the AI Manager or Delivery Partner.
Financial resources	• Potentially the management of a small budget for specific events as and when required.
Other resources	• Responsibility for accurate record keeping. • Responsible for maintaining a range of team information resources.
People management	• N/A
Legal, regulatory and compliance responsibility	• Exercise role in compliance with RCR’s data protection policy and the requirements of the General Data Protection.



The person

Essential (E) or Desirable (D)	
Knowledge, qualifications and experience	
Demonstrable Project Management expertise and experience	E
Experience working collaboratively in a professional environment	E
Good working knowledge of Microsoft packages such as Outlook, Word, Excel, PowerPoint, Teams and SharePoint.	E
A demonstrable interest in AI for Health.	E
Skills and abilities	
Excellent standard of literacy and numeracy with an accurate use and understanding of English	E
Ability to read, understand and summarise complicated materials.	E
Ability to manage own time effectively and prioritise own work across a range of activities and competing demands to deliver as required.	E
Excellent analytical skills - confident checking, verifying and summarising data.	E
Service focused with the ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels.	E
Clear thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions.	E
Able to progress work, knowing when to consult or involve others.	E
Ability to maintain confidentiality and information security in line with our data protection policy and guidance.	E
Ability to take clear, concise and accurate meeting minutes on complex subjects.	D

Other Requirements

To be able to apply candidates must be able to also fulfil the following requirements:

- Candidates must have the right to work in the UK to be able to apply for positions at the RCR
- Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work
- Commitment to the aims and charitable objectives of the RCR
- Self awareness
- Enthusiasm for learning and development and taking on new tasks
- Committed to own continuing professional development.



Our values



People focus

We treat everyone fairly and with respect, actively listening and responding appropriately, while recognising individual differences.



Integrity

We are open, honest and transparent. We strive to reflect and learn from experience in every area of our work to deliver the right outcome.



Making a difference

We strive for excellence. We make a difference by setting standards and empowering our membership and our staff through personal development and lifelong learning.

We recognise that patients' best interests underpin everything we do.



Behavioural competencies

The RCR's Competency Framework defines the behavioural competencies required from all staff to contribute effectively in their role and within the wider organisational team.

Communicating effectively

The success of the College depends on how it communicates with its membership and other stakeholders. Employees need to know their audience(s) and communicate with them in a way which meets stakeholder needs and expectations as far as possible.

Working together

The College's effectiveness and reputation depends on efficient and collaborative working, both within and beyond the team. This includes all employee colleagues, Officers, other Fellows and members and often others outside the College.

Personal effectiveness

The College is most effective when employees take ownership of their work, understand the context of that work, deliver effectively to achieve required results and demonstrate a positive attitude to taking on additional responsibilities or learning new skills.

Customer focus

We should all provide excellent services to all customers but notably to the membership and staff colleagues. Focusing on those and other customers, and understanding and responding appropriately to their needs, is key to the success and sustainability of the College.

Embracing change

We must all play a part in ensuring that the offer the College makes continues to be effective and relevant in meeting customer needs. This will involve changes to what we do and how we do it. We all need to play our part in embracing change.



How we value our people

Benefits

We offer all our employees a fantastic range of benefits to help you enjoy a great work-life balance, look after your wellbeing and plan for the future.

A modern and welcoming working environment

We've made sure our office in a prime central London location is a destination people want to come and work in – it's open-plan and spacious, with areas for meetings, collaborative working and concentrated workspaces. We also have kitchen facilities well-stocked with plethora of teas and two very fancy coffee machines for everyone to use

There are lots of things going on when you come in too, including learning and development sessions with doctors talking about their work, tea and cake get-togethers, free massages monthly and monthly town hall meetings where staff can share updates and ask questions. We even have our own social committee and organise regular fun events, which are a great way for you to get to know your co-workers.

Excellent pension scheme and life assurance

We like to help our staff save for the future and provide an excellent employer pension contribution. We also have a life assurance and personal accident policy which covers all employees up to four times their annual salary.

Hybrid working

At the RCR we only hire great people, and we value being able to bring everyone together to bond, build great working relationships and

generate amazing and innovative ideas.

We embrace remote working, and our staff are able to work remotely for up to 60% of their working time, with 40% in the office. All staff are provided with a laptop to allow them to work remotely, along with equipment such as desks and chairs to make sure they're comfortable when working from home. Our offices are open throughout the working week though, and staff are always welcome to come in as often as they wish.

Wellbeing support

We like to make sure everyone at the RCR is supported, both professionally and personally, so in addition to our excellent line managers and supportive HR team, we've invested in training a number of dedicated staff members passionate about mental Health as Mental Health First Aiders. We also provide an Employee Assistance Programme, that's has a 24/7 helpline so if you ever have any personal problems or concerns, there's always somewhere to turn for help and advice.

Generous annual leave allowance

Working hard is important, but taking a break matters just as much. Everyone starts with a 25-day annual leave allowance per year and that increases with service too.

Interest-free season ticket loan and cycle to work scheme

To make sure you're able to get into the office in the way that best suits you we offer all staff the option to take out an interest-free season ticket loan to help cover the cost of travelling, as well as a cycle to work scheme for those of us who like to be more active on their commute. If you

do choose to cycle in, we have somewhere safe to leave your bike and showers to use if you want to freshen up before work.

Festive spirit

We know taking a break at the end of the year is important to our team. To ensure everyone gets a well-deserved rest to spend time with loved ones, we usually close our office between the Christmas and New Year period – gifting the extra days off to all staff, in addition to their usual annual leave.

Making a real difference

In addition to all the great benefits we've listed above, we believe the main reason people want to join the RCR is because you also get to go to work knowing your role has an impact on the lives of doctors and patients.

Equality and diversity

Every day, our colleagues are making a difference by helping to improve imaging and cancer care for all. This starts by having the best talent, and that is only possible with a diversity of thinking, diversity of background and experience, and diversity of skills.

Diversity means better ideas, better solutions and more innovation. It's why one of our key priorities is to ensure our workforce reflects the communities we serve.

We're committed to creating an inclusive workforce and working environment for us all to enjoy – where everyone is able to bring their whole self to work to create change and reach new heights of creativity.

You can find our equality, diversity and inclusion commitment **here** as well as our equality and diversity policy **here**.



Great purpose, great people, great working environment and clear direction of travel."





How to apply

The closing date for applications is 23:59 2 November 2025

Please answer all the questions on page 17 as part of your application, submitting them as attachment along with your CV for your application to be considered.

Please submit as Full name, Role , CV/application questions together with a completed **Diversity Monitoring Form**.

We expect you to meet the points listed under “other requirements” of the Person Specification as a pre-requisite for applying for this position. We will explore them further if your application is taken to the next stage(s) of the recruitment process.

The application process is the first chance we have to assess your suitability for the role you’re applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create your application you unfortunately won’t be shortlisted for the next stage of the recruitment process. We hope that you respect this request in line with our value of integrity **Values & strategy | The Royal College of Radiologists (rcr.ac.uk)**

Applications should be emailed to **jobs@rcr.ac.uk**

If you have not heard further from the RCR within a fortnight of the closing date, you should assume that you have not been shortlisted for interview on this occasion.

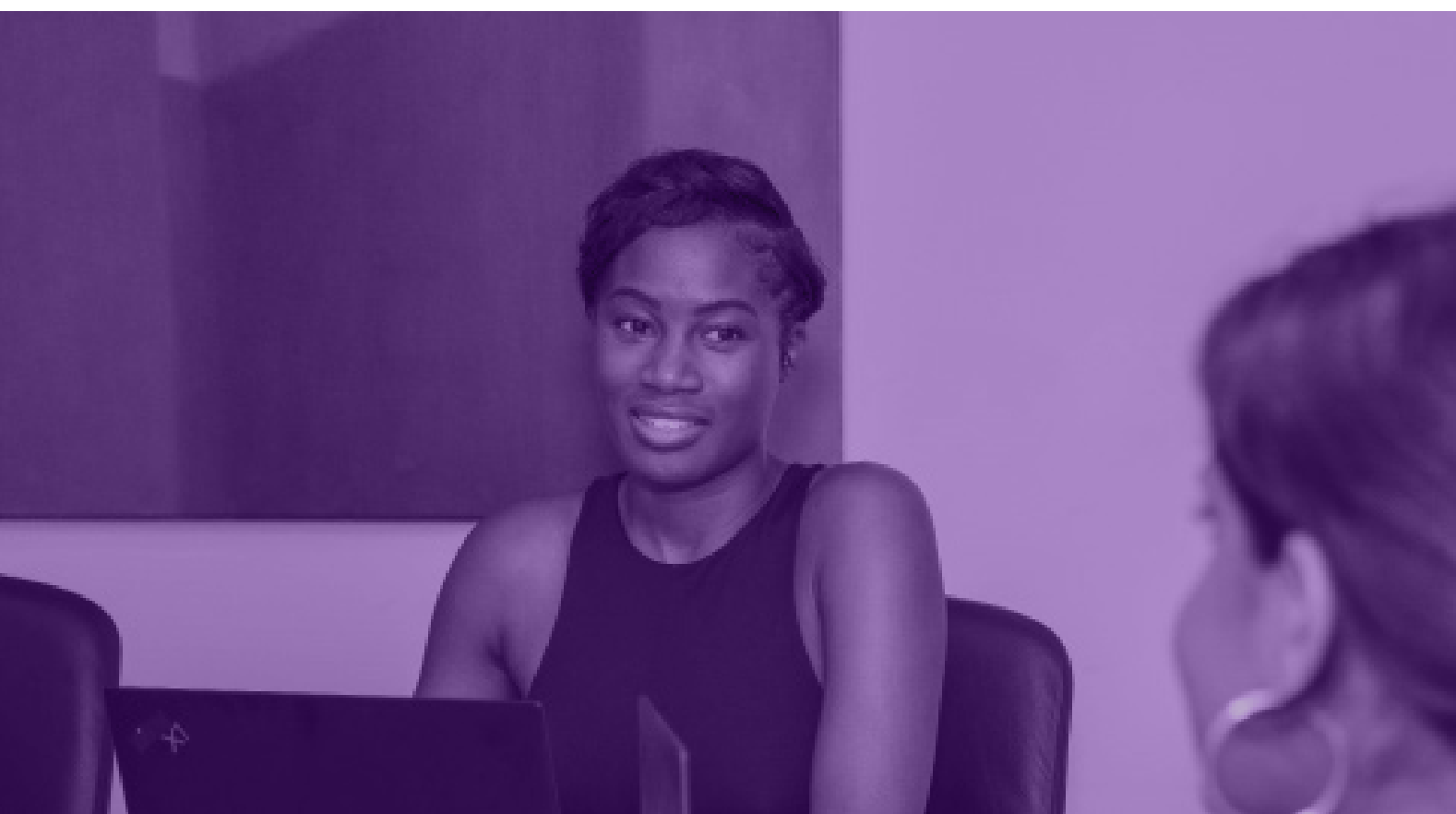
Shortlisted candidates will be invited to attend first stage interviews on 7 November 2025.

If you consider yourself to have a disability and require a hard copy pack or a different format, for example large print, please contact the HR team at **jobs@rcr.ac.uk**



Please answer all the below questions as part of your application, submitting them as attachment along with your CV.

1. What interests and appeals to you about this role? (Max 200 words)
2. Tell us about a time when you coordinated or supported a project. What was your role and how did you ensure its successful delivery? (Max 300 words)
3. Tell us a time when you faced a difficult problem on a project and how you overcame it. (Max 300 words)
4. What does good customer service mean to you in the context of supporting committees, events or data projects? (Max 300 words)
5. Tell us about a time you have used Excel (or another tool such as Power BI) to summarise or present data. What was the purpose, and what steps did you take to ensure your results were accurate?(Max 300 words)





The Royal College of Radiologists

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