

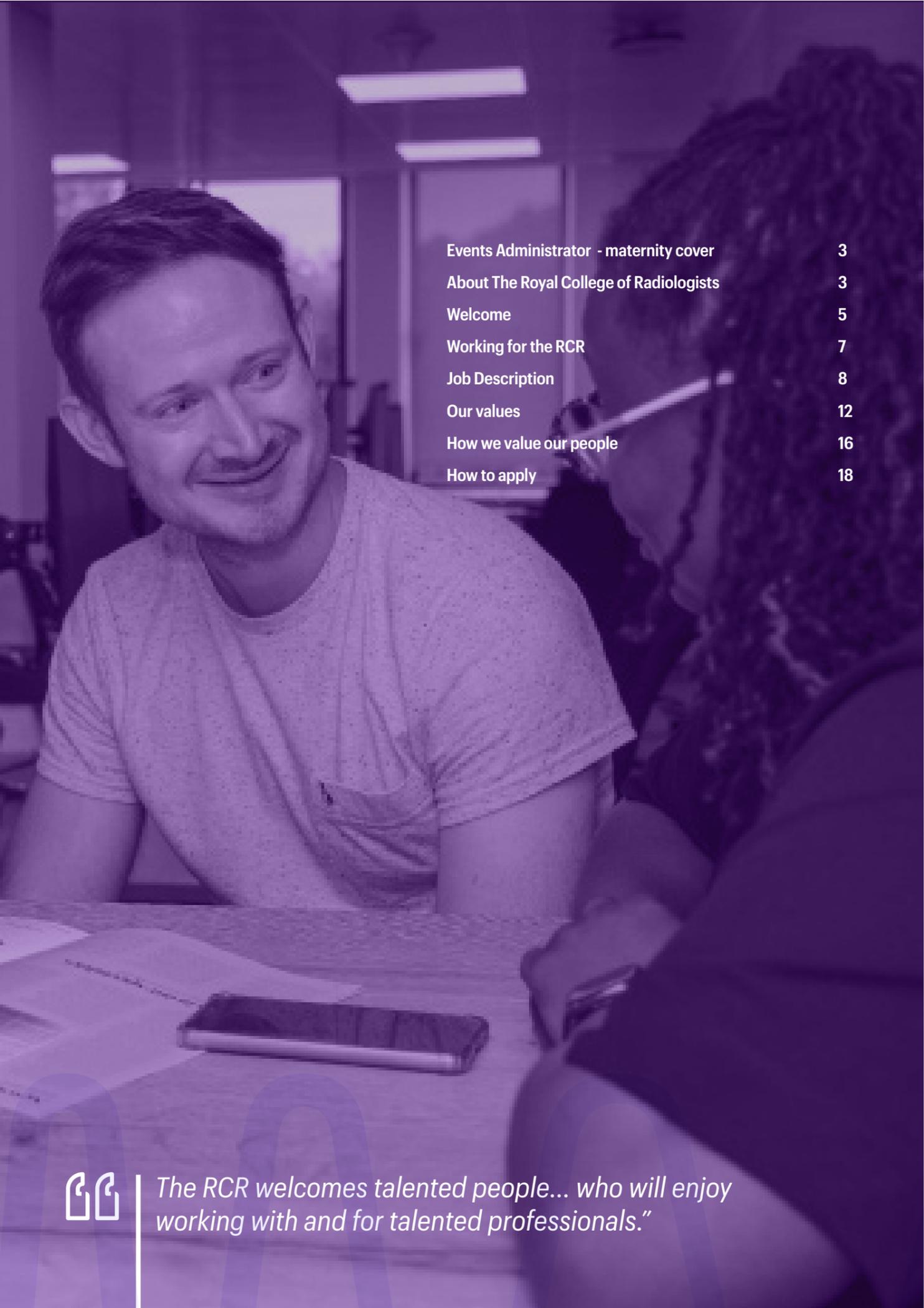


# The Royal College of Radiologists

Events Administrator -  
Maternity cover  
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."*

## Events Administrator - maternity cover

|                                |   |
|--------------------------------|---|
| Salary:                        | £28,363 - £32,473 per annum dependent on experience, plus excellent benefits                                  |
| Location:                      | Central London, with flexible working   |
| Hours:                         | Full-time/35 hours per week   |
| Contractual status:            | 12 month maternity cover  |
| Closing date for applications: | 23:59 15 March 2026   |
| Interview date:                | Shortlist interviews are scheduled for 24 March 2026 and selection interviews are scheduled for 1 April 2026. |

## 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](http://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](http://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.

As our Events Administrator, you will play a vital role in supporting the smooth delivery of our meetings and conferences. Working closely with our Conference Organiser and wider Events and Learning Team as well as colleagues in marketing, sponsorship and with key external stakeholders and clinicians, you will help ensure every event we deliver for our members and Fellows is delivered professionally, efficiently and with a strong focus on improving clinical care.

### The Education & Professional Practice Directorate/RCR Learning Team

The Royal College of Radiologists (RCR) is looking for an organised and motivated Events Administrator to join our Learning Team at an exciting and ambitious time. We are redesigning and developing a refreshed portfolio of learning products and delivering a growing programme of in-person, online and hybrid events including major conferences such as our Global AI Conference.

#### Where the job fits





# Job description

|                           |  |
|---------------------------|--|
| Job title:                | Events Administrator   |
| Responsible to:           | Senior Events and Operations Manager   |
| Responsible for:          | N/A  |
| Contract terms and hours: | 12 month maternity cover, full time  |
| 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

The Events Administrator supports the RCR Learning Team to deliver learning products that form part of the annual RCR Learning live programme. These products are part of the wider RCR Learning offer for RCR members and Fellows at all stages of their career, plus wider stakeholders, and will be delivered in the UK and globally, online and in person. You will support the planning and delivery of events to the highest standard, providing excellent delegate and stakeholders experience, supporting the team to drive income and meet RCR Learning's strategic objectives.

Working closely with our Learning Portfolio Leads this role will provide important logistical and administrative functions that are focused on achieving successful delivery of a portfolio of events for our members, Fellows and non-member delegates. The role holder will be required to be flexible, methodical and well organised in their approach. You will need to be an excellent communicator, have the ability to managing competing deadlines and strive to provide high quality customer service at all points of contact. You will also need to be able to communicate effectively with our members, Fellows, partners and external suppliers.

The role requires travel to events throughout the UK, and on occasion globally including occasional weekends, overnight and overseas stays (for which Time Off in Lieu is available).

## Main areas of responsibility

- Event administration and logistics
- Financial responsibilities
- General

### Responsibilities

#### a. Event administration and logistics

- Work in collaboration with the Learning Portfolio Lead to deliver a programme of events for audiences based in the UK and globally; ensuring that these are delivered on time, on budget and are of high quality..
- Work closely with the Learning Portfolio Lead to confirm and onboard, speakers, sponsors and partners by invitation ensuring completion of registration forms, receipt of slides and materials and joining instruction for the event are clearly communicated.
- Prepare the event website, setting up registration ensuring the programme is kept up to date and the copy displays clear learning outcomes, the audience and showcases the opportunity to drive sales.
- Produce relevant pre-and-post event materials that meet the needs of those participating, ensure pre-reading and pre-event activities are prepared and released on time, recordings are made and uploaded to the LMS where pre-

agreed and slides are made available where appropriate. .

- Ensure on the day support and delivery is exceptional for delegates and SMEs, providing a efficient registration process on arrival, exceptional time management of the programme and troubleshooting to keep the event experience at its best for all involved.
- Support the preparation of any materials and resources needed to facilitate delegate participation in learning activities (online and in person), including administration of printing and courier delivery where necessary across the team. Referring to the programme and content, draft and update copy to promote products to drive delegate sales, achieve income targets and meet launch dates, with support from the Marketing Manager and Learning Portfolio Lead.
- Follow individual event project management templates, ensuring updates are logged when progress is made, areas of risk are escalated, and the delivery timelines are adhered to.
- As and when required support the creation of new Standard Operating Procedures (SOPs) where needed, supporting consistency of approach and a learning culture by bringing new ideas and ways of streamlining our work.
- Collect delegate and faculty feedback to support the Learning Portfolio Lead to highlight actionable recommendations and apply it to future products.
- Manage the administration of post-event feedback surveys and administration of CPD certification for delegates and SMEs for events and courses where required.
- Build solid professional relationships with SMEs in the UK and globally to support effective event delivery by being responsive, professional and supportive wherever possible.
- Provide exceptional customer service to all participants going above and beyond where possible to ensure the experience is memorable
- Support colleagues across the team (and in some cases, wider RCR) with in person and online events delivery, ensuring events are well managed and resourced across the year.
- Generate relevant data for reporting purposes via RCR systems and our CRM, collaborating with colleagues across the team and organisation to produce reports for the purpose of improvement and effective evaluation.

#### b. Financial responsibilities

- Ensure event budget templates that have been produced by the Learning Portfolio Lead for each event are kept accurate and up to date, including tracking speaker expenses and delegate numbers. This will inform the team of the financial position of each event ensuring the event remains financially sound .
- Process refunds to paid delegates in line with our terms and conditions, seeking support from line management for enquiries that sit outside of the timeframes and escalating any concerns or trends being identified that could place an event at risk.
- Support the Corporate Partnerships Lead to deliver agreed event-specific sponsorship benefits for events as and when required.
- Support the financial viability of events by identifying cost-effective options and reviewing and negotiating on expenditure with third parties where necessary, with the support of team colleagues and your line manager.

#### c. General

- Maintain and manage records in accordance with the RCR's data protection policy and guidance.
- Maintain documentation on all activities carried out.
- Undertake such other duties appropriate to the level of the postholder's qualifications and experience as may be required by the RCR from time to time.



## Key working relationships

### Internal working relationships

- Colleagues across the RCR, working collaboratively and sharing information to support delivery of the RCR Learning offer.
- The elected Officers - providing information, guidance, and support.

### External working relationships

- Event organisers/leads, subject matter experts, speakers and delegates, other contributors – liaison, providing guidance and support.
- Contractors, suppliers – negotiating contracts and ensuring delivery to contract terms.
- Partners and sponsors – providing information and support.
- Other medical royal colleges and professional bodies – sharing information, liaison, facilitating collaboration.

## Scope and limits of authority

|   |   |
|---|---|
| Decision making level                           | <ul style="list-style-type: none"> <li>• Independent decision making is needed at events to deal with any issues arising.</li> <li>• Decisions relating to project timelines, milestones, and actions to make progress on deliverables.</li> </ul>  |
| Financial resources                             | <ul style="list-style-type: none"> <li>• Maintain records of income and expenditure for each event.</li> <li>• Where appropriate negotiate contracts and suppliers according to the Scheme of Financial, Contractual and HR delegation.</li> <li>• Approve payments and expenses according to the Scheme of Financial, Contractual and HR delegation.</li> <li>• Responsible for a company credit card and associated expenses</li> </ul>                                   |
| Other resources                                 | <ul style="list-style-type: none"> <li>• Shared responsibility for events equipment such as banners and tablecloths.</li> <li>• Shared responsibility for college equipment such as cameras and laptops.</li> </ul>   |
| People management                               | <ul style="list-style-type: none"> <li>• N/A</li> </ul>   |
| Legal, regulatory and compliance responsibility | <ul style="list-style-type: none"> <li>• Ensure that all activities are compliant with relevant legislation e.g., Health and Safety, Equality and Diversity, GDPR, as well as RCR policies.</li> <li>• Ensure agreements are in place with faculty and suppliers before bookings open for activities.</li> <li>• In collaboration with the Corporate Partnerships Officer, ensure accurate supporter acknowledgement during activities and in related materials.</li> </ul> |



## The person

Essential (E) or Desirable (D)

| Knowledge, qualifications and experience   |   |
|--|---|
| Experience of delivering and/or planning events across in person, online and hybrid formats.   | E |
| Experience of collaborating closely with speakers and external stakeholders to source and prepare content (slides etc) for events.   | D |
| Experience inputting into robust budgets for a variety of activities, reconciling income and expenditure accurately.   | D |
| Proven experience of providing high quality customer service to stakeholders including event and course delegates, subject matter experts / faculty and internal colleagues.                   | E |
| Experience using and maintaining a database or equivalent to keep up to date and accurate records.   | E |
| Experience using Microsoft packages, and a variety of online events and course delivery platforms e.g., Zoom and Zoom webinar.   | E |
| Experience of working collaboratively as part of a team and with external stakeholders, as well as being self-motivated to work well independently on projects                                 | E |
| Understanding of and experience working within different cultures  | E |
| Skills and abilities   |   |
| Accurate use and understanding of English.   | E |
| Proven organisational and administrative skills, with good attention to detail and a proactive working style.  | E |
| Good project and time management skills, with an ability to manage competing priorities, adapt where needed, and work successfully both independently and as part of a collaborative team.     | E |
| Good communication and interpersonal skills, and the ability to build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels. | E |
| Ability to use initiative, identify improvements to ways of working and suggest and implement solutions to problems, knowing when to consult or involve colleagues and stakeholders.           | E |
| Ability to effectively evaluate and reflect on personal performance and learning from team projects to identify and act on areas for improvement   | E |
| Ability to occasionally travel, work evenings and weekends as and when required.   | E |

### 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.
- Demonstrable commitment to providing professional customer service to colleagues, members and stakeholders.
- Ability to maintain confidentiality and information security in line with our data protection policy and guidance.



## 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 15 March 2026

Please submit a CV and a covering letter (of no more than a page and a half) submitted as Full name, Role, CV/CL together with a completed, **Diversity Monitoring Form**.

It is important that your covering letter includes a clear statement in support of your application, which demonstrates how you meet the essential (and, where applicable, desirable) criteria described in the table entitled 'the person'.

We expect you to meet the points listed under "other requirements" of the Person Specification as a pre-requisite for applying for this position. However, you are not required to address these points in your written statement. We will explore them further if your application is taken to the next stage(s) of the recruitment process.

**The RCR can only consider applicants who already have the independent right to work in the UK. We are unable to offer visa sponsorship for any role.**

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](mailto: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 24 March 2026

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](mailto:jobs@rcr.ac.uk)



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