

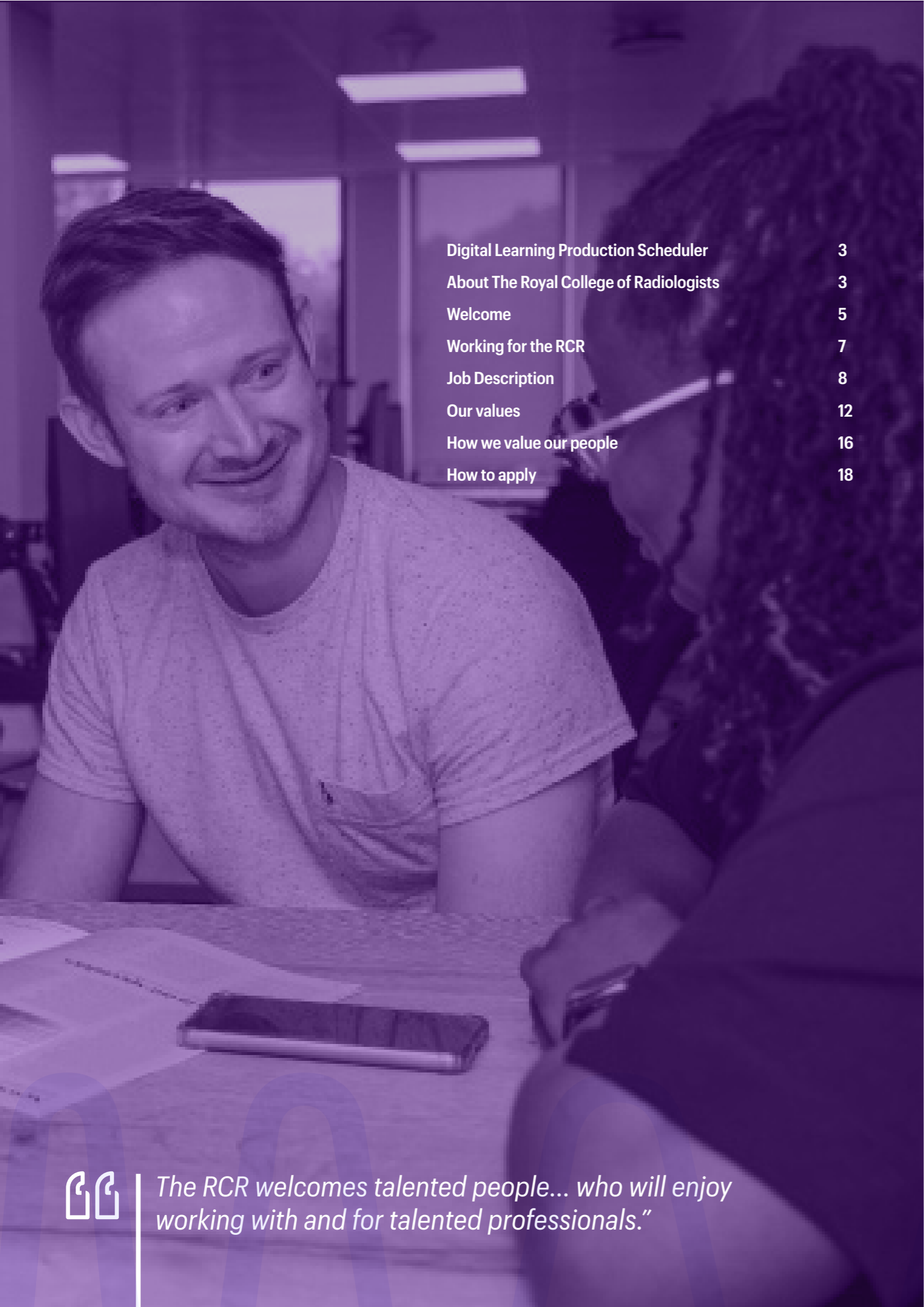


The Royal College of Radiologists

Digital Learning Production
Scheduler
Candidate pack



The Royal College of Radiologists



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|---|----|
| Digital Learning Production Scheduler | 3 |
| About The Royal College of Radiologists | 3 |
| Welcome | 5 |
| Working for the RCR | 7 |
| Job Description | 8 |
| Our values | 12 |
| How we value our people | 16 |
| How to apply | 18 |



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

Digital Learning Production Scheduler

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|--------------------------------|---|
| Salary: | £27,543 - £30,441 per annum (pro rata £45,904 - £50,735 per annum) dependent on experience, plus excellent benefits |
| Location: | Central London, with flexible working |
| Hours: | Part-time/21 hours per week |
| Contractual status: | 18 month fixed term |
| Closing date for applications: | 23:59 14 June 2026 |
| Interview date: | Shortlist interviews are scheduled for 23 June 2026 and selection interviews are scheduled for 2 July 2026 onsite at our Central London office. |

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 18,000 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.

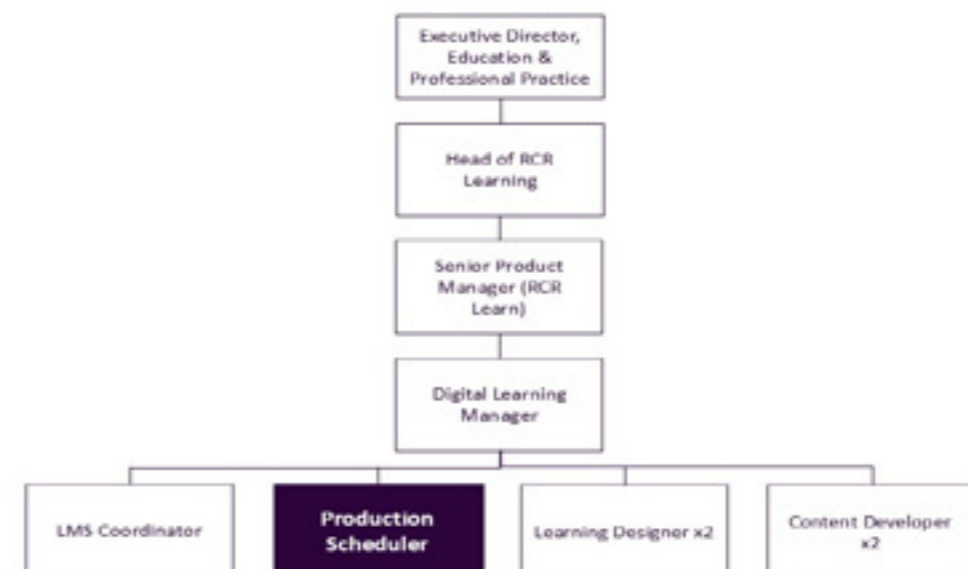
production lifecycle of our digital learning resources — from scoping and scheduling through to quality assurance and release. You'll work closely with Learning Designers, SMEs, and project leads to ensure content is delivered on time, to specification, and to an exceptional educational standard.

Join us to make a real impact on professional development and patient care, as we build a world-class digital learning library and support doctors at every stage of their careers.

The Education and Professional Practice Directorate/Digital Learning Production Scheduler Team

This is an exciting opportunity to join RCR Learning as our Digital Learning Production Scheduler and help deliver high quality digital learning experiences for clinical radiologists and clinical oncologists worldwide. We're looking for a proactive, experienced production manager to help plan and oversee the

Where the job fits





Job description

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| Job title: | Digital Learning Production Scheduler |
| Responsible to: | Digital Learning Manager |
| Responsible for: | N/A |
| Contract terms and hours: | 18 month fixed term, part-time (21 hours per week) |
| 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

RCR Learning supports radiologists and clinical oncologists' professional development throughout their career – whenever and however they practice. We design, develop and deliver innovative learning products that respond to the real challenges of clinical practice. We're building a world-class digital learning library of high quality, engaging courses which meet our members' needs.

The Digital Learning Production Scheduler will be responsible for the end-to-end production process for multiple digital learning resources, ensuring projects are planned, tracked, quality assured and delivered on time. Working closely with the Digital Learning Manager (DLM) and Project Manager (PM), and liaising with Learning Designers, Digital Content Developers and Subject Matter Experts (SMEs), you will help ensure that high-quality, accessible e-learning content is published to the RCR Learning Management System (LMS) and maintained to agreed standards.

Main areas of responsibility

- a. Manage the scheduling and tracking of digital learning production workflows
- b. Coordinate Digital Learning Designers, Technologists, Digital Content Developers and Subjects Matter Experts (SMEs)
- c. Oversee and maintain production timelines and resourcing
- d. Co-ordinate quality assurance, version control and release management of items published on RCR's Learning Management System (LMS)
- e. Reporting, documentation and process enhancement

Responsibilities

- a. Manage the scheduling and tracking of digital learning production workflows
 1. Manage the end-to-end scheduling and tracking of multiple digital learning resources, from initial scoping and content readiness through development, review, quality assurance and release.
 2. Maintain clear, up-to-date production schedules and trackers that show status, dependencies, risks, next actions and release dates, ensuring there is a single source of truth for delivery progress.
 3. Implement and maintain structured production workflows, including intake, prioritisation, review cycles, approvals and release, ensuring consistency across all digital learning outputs.
 4. Identify delivery risks, bottlenecks or slippage early and work with the DLM and PM to agree mitigations and revised sequencing where required.

- b. Coordinate Digital Learning Designers, Technologists, Digital Content Developers and Subjects Matter Experts (SMEs)

5. Coordinate day-to-day production activity across Digital Learning Designers, Learning Technologists, Content Developers, SMEs and external suppliers (where relevant), ensuring clarity of roles, deadlines and expectations.
6. Act as the central operational point of contact for production-related queries,
7. Support production meetings, check-ins and reviews, tracking progress and ensuring escalation as required.
8. Support SMEs and contributors through the production process by clearly communicating timelines, review requirements and sign-off responsibilities.

- c. Oversee and maintain production timelines and resourcing

9. Monitor delivery against agreed timelines, highlighting resourcing pressures or capacity constraints and supporting realistic planning across the portfolio of digital learning products.
10. Support the coordination of internal and external resources to ensure production activity is appropriately sequenced and resourced to meet priorities.
11. Track deliverables from external suppliers and freelancers, ensuring outputs meet agreed specifications and timelines before progressing to QA and release stages.
12. Maintain accurate records of production activity, including deliverables, dependencies and handovers.

- d. Co-ordinate quality assurance, version control and release management of items published on RCR's Learning Management System (LMS)

13. Coordinate quality assurance checks for digital learning resources prior to release, including content accuracy, functionality, media playback, usability and consistency with RCR standards.
14. Manage version control throughout the production lifecycle, ensuring that the correct assets are reviewed, approved and released, and that superseded versions are clearly documented and archived.
15. Oversee the final preparation and publishing of learning resources to the RCR LMS, working with the LMS co-ordinator to ensure accurate metadata, catalogue placement and configuration in line with agreed standards.
16. Coordinate post-release fixes, updates and enhancements, ensuring changes are tracked and communicated appropriately.
17. Ensure all production files are complete and stored securely in line with agreed RCR Learning processes.

- e. Reporting, documentation and process enhancement

18. Provide regular, clear production status updates to the DLM and PM, including progress, risks, upcoming milestones and release readiness.
19. Maintain production documentation, templates, checklists and guidance to support consistent, high-quality delivery across the digital learning portfolio.
20. Identify opportunities to improve production processes, workflows and tools, contributing to continuous improvement in efficiency, quality and scalability of digital learning delivery.
21. Support the wider Digital Learning team by embedding good practice in production planning, quality assurance and operational delivery.



Key working relationships

Internal working relationships

- RCR Learning team colleagues (Senior Product Manager, Digital Learning Manager, Project Manager, Digital Learning Designers, Digital Content Developers, LMS co-ordinator) – coordinating schedules, dependencies, reviews, QA
- Wider RCR (Membership, IT, Marketing & Digital) – alignment on publishing needs, platform requirements, learner communications, and operational dependencies.
- Elected Officers / governance groups – providing updates and assurance on delivery where required.

External working relationships

- Contributors – tracking deliverables, monitoring deadlines and supporting SMEs in communications
- External suppliers and freelancers – briefing, tracking deliverables, managing quality, coordinating fixes and handovers.
- LMS provider / other external platform partners – resolving platform issues impacting releases, and supporting best-practice publishing and reporting.
- Other medical royal colleges / professional bodies – sharing best practice and learning where appropriate.

Scope and limits of authority

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| Decision making level | <ul style="list-style-type: none"> • Owns day-to-day production scheduling, task coordination, and operational prioritisation within agreed plans. • Recommends mitigations for delivery risks (re-sequencing, resourcing, scope options) and escalates material decisions to the Digital Learning Manager and/or Project Manager. • Leads defined workstreams related to production operations |
| Financial resources | <ul style="list-style-type: none"> • Supports monitoring of supplier spend against agreed budgets; maintains accurate records for production-related purchasing and deliverables (e.g., POs/invoices) in line with RCR processes. • Does not hold final budget sign-off. |
| Other resources | <ul style="list-style-type: none"> • Operational responsibility for production schedules/trackers (Asana) |
| People management | <ul style="list-style-type: none"> • N/A (but coordinates work and deadlines across internal contributors and suppliers/freelancers) |
| Legal, regulatory and compliance responsibility | <ul style="list-style-type: none"> • Supporting Digital Learning Designers to ensure that all resources, communications and processes are compliant with relevant legislation and standards such as copyright, Equality and Diversity, GDPR, and accessibility requirements, as well as RCR policies. |



The person

Essential (E) or
Desirable (D)

| Knowledge, qualifications and experience | |
|--|---|
| Proven experience coordinating the production lifecycle of digital learning / e-learning / online course content from planning through to publication | E |
| Demonstrable experience managing multiple concurrent deliverables with clear scheduling, risk management and stakeholder communication | E |
| Experience of quality assurance for digital learning checks, media checks, review cycles, issue tracking prior to release. | E |
| Experience of working with stakeholders outside their own team | E |
| Understanding of e-learning standards and packaging (e.g., SCORM/xAPI) and the implications for tracking and LMS compatibility. | D |
| Working knowledge of accessibility good practice (e.g., WCAG principles) and experience supporting accessible content production. | D |
| Experience coordinating external suppliers and/or freelancers, including briefing, tracking deliverables, and quality control | D |
| Skills and abilities | |
| Accurate use and understanding of English. | E |
| Excellent planning and organisational skills; able to build and maintain schedules that hold up under change. | E |
| Strong written and verbal communication skills, with the ability to coordinate diverse stakeholders and keep momentum. | E |
| Highly detail-oriented with a consistent approach to quality control, version management and documentation. | E |
| Confident using project tracking tools and spreadsheets (e.g., MS Excel, Teams/SharePoint, and project tools such as Asana/Jira or equivalent) | E |
| Ability to work collaboratively in a small team environment, balancing pace with quality and professionalism Proactive problem-solver who can spot risks early and propose practical mitigations. | 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.
- Demonstrable commitment to providing a 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 gets a 25-day annual leave allowance per year and the option to purchase 5 additional days at a discounted rate.

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 14 June 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**

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 23 June 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**



The Royal College of Radiologists

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