

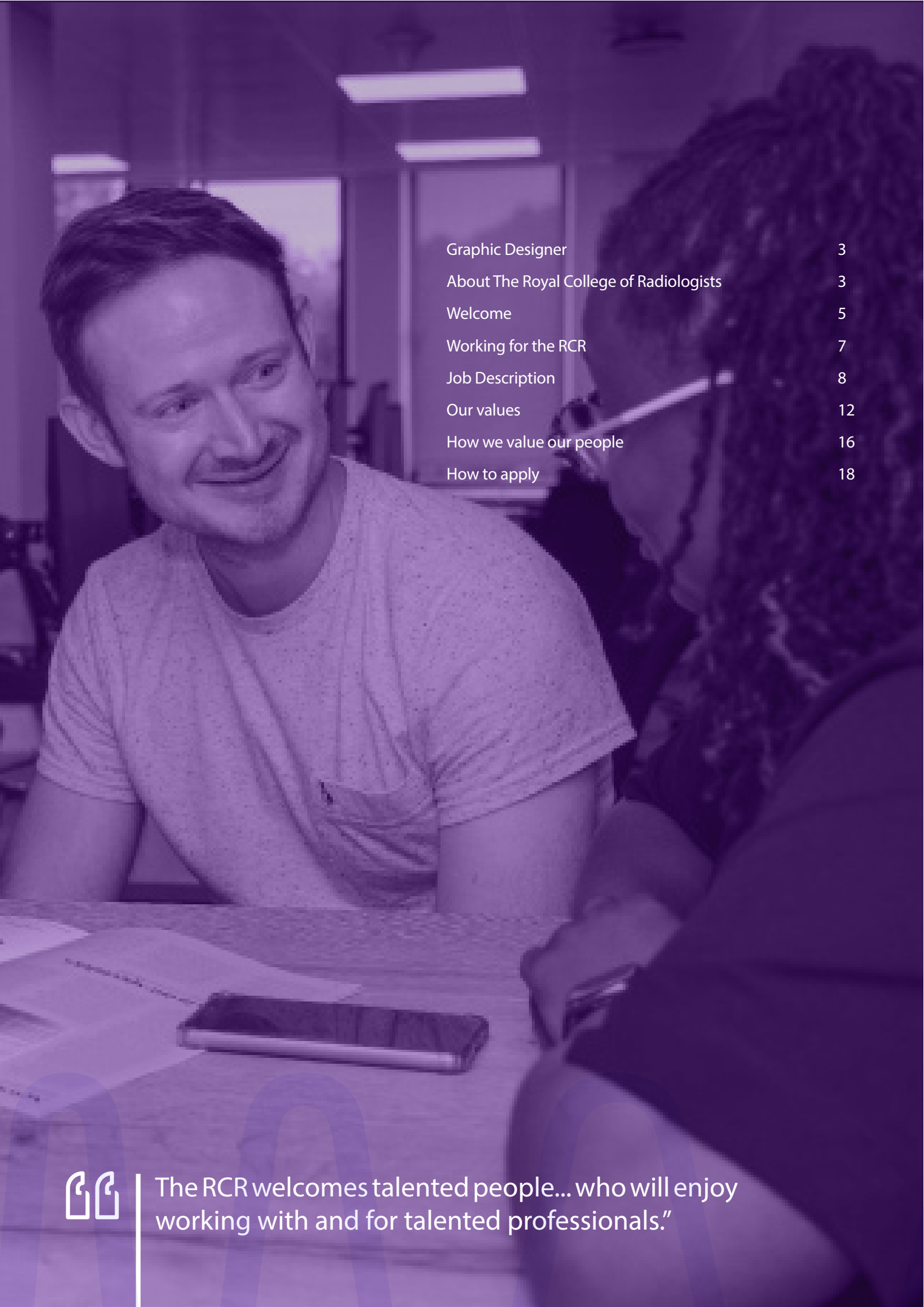


The Royal College of Radiologists

Graphic Designer 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.”

Job Title

Salary:	£45,904 per annum, with pay progression up to £50,735 per annum within two years employment, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	Permanent
Closing date for applications:	23:59 31 August 2026
Interview date:	Shortlist interviews are scheduled for 9 September 2026 and selection interviews are scheduled for 16 September 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 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 specialties 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 140 other employees.

The Communications Directorate/Brand Team

At the forefront of the health agenda, our members diagnose and treat cancer, heart disease, stroke and more, whilst leading on innovations including AI, skills mix and community diagnostic hubs. With demand skyrocketing and a workforce shortage threatening the provision of critical cancer care, our members' work and views have

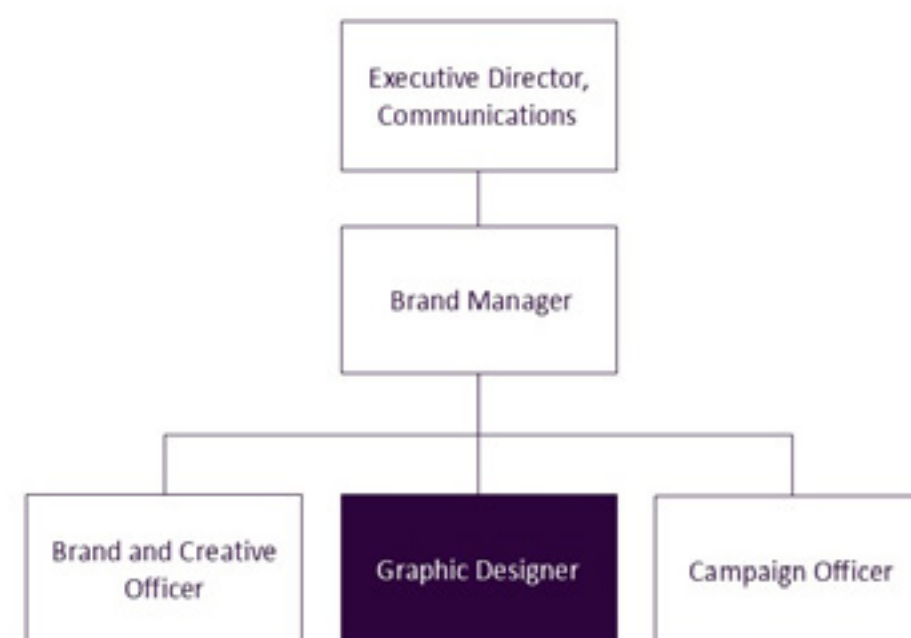
never been more important.

The Graphic Designer holds a pivotal role at the heart of the brand team, with responsibility for the ongoing development, consistency and evolution of the RCR's visual identity ensuring it effectively engages our key audiences, both internal and external.

Following the introduction of our new brand in November 2023, they will use their design expertise and creative thinking to manage and execute design briefs in line with our guidelines, manage print production processes and advise and guide colleagues to ensure that all projects are designed to support the RCR brand.

The Graphic Designer works collaboratively with teams across the Communications Directorate and the whole organisation, working to ensure that all design activities uphold the RCR's standards of excellence, promote our brand narrative and connect with our audiences effectively.

Where the job fits





Job description

Job title:	Graphic Designer
Responsible to:	Brand Manager
Responsible for:	N/A
Contract terms and hours:	Permanent, 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 Graphic Designer plays a key role in bringing the Royal College of Radiologists' brand to life through creative, engaging and accessible visual communications.

Working across the organisation, the postholder will translate briefs into high-quality design solutions that support the College's strategic priorities, strengthen our brand and visual identity and engage a range of audiences including members and stakeholders.

The role combines creative thinking with excellent design execution, ensuring that every touchpoint reflects our brand consistently and coherently.

Main areas of responsibility

- a. Creative design and visual communications
- b. Brand and visual identity management
- c. Design production and asset management
- d. Collaboration and stakeholder engagement
- e. General

Responsibilities

- a. Creative design and visual communications
 1. Produce high-quality creative design solutions across print and digital channels including publications, reports, marketing campaigns, presentations, social media, web assets, email graphics, event materials and promotional collateral.
 2. Interpret creative briefs, to develop effective visual solutions that meet communications objectives and audience needs.
 3. Generate creative concepts that communicate information clearly
 4. Take ownership of multiple design projects simultaneously, managing priorities, timelines and quality standards to make sure work is delivered on schedule.
 5. Adapt creative work for different audiences, formats and platforms whilst maintaining consistency across the customer journey.

6. Apply excellent typography, layout, colour and visual storytelling principles to produce engaging high-quality communications
7. Contribute creative ideas that continually improve how the College communicates visually.

b. Brand and visual identity management

8. Support the Brand team to protect and build the RCR brand, ensuring all work aligns with the brand guidelines and supports the ongoing development of the College's visual identity
9. Advise colleagues on the appropriate application of brand guidelines, providing practical design guidance and support across the organisation,
10. Work closely with the Brand team to evolve and strengthen the visual identity, identifying opportunities to improve consistency and impact.
11. Review creative work produced internally or externally, ensuring quality, consistency and compliance with brand standards.

c. Design production and asset management

12. Produce artwork to professional standards for both print and digital outputs, preparing files for publication, distribution and print production.
13. Manage print production processes when needed, liaising with external suppliers to ensure quality, value for money and timely delivery.
14. Create and maintain reusable templates and branded assets that improve consistency and efficiency across the organisation.
15. Produce digital assets including graphics, simple animations, motion graphics and video content where appropriate.
16. Maintain organised design files and digital assets in line with agreed processes and asset management standards.

d. Collaboration and stakeholder engagement

17. Build positive working relationships with colleagues across the College, providing an approachable and professional design service.
18. Work collaboratively with colleagues across Brand, Content, Membership and other teams to develop creative solutions that support organisational priorities.
19. Clearly communicate design ideas and rationale to non-design colleagues, adapting communication style to suit different audiences
20. Manage stakeholder expectations by providing updates and responding constructively to feedback.

e. General

21. Maintain accurate records of design projects, assets and production activity.
22. 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.
23. Take responsibility for delivering work to agreed standards and deadlines, seeking guidance where appropriate and showing initiative within the scope of the role.
24. 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

- Brand Manager – reporting to and working with.
- Brand and content teams – working with on design collateral

External working relationships

- Agencies and other suppliers as relevant.

Scope and limits of authority

Decision making level	• Responsible for managing design projects from brief to delivery • Works with the brand team to agree the most appropriate creative approach within guidelines • Works within priorities agreed by the Brand Manager and Communications Directorate • Escalates delivery risks, conflicts and resourcing queries appropriately
Financial resources	• Monitor print and production budgets • Obtain quotations from suppliers where appropriate
Other resources	• N/A
People management	• N/A
Legal, regulatory and compliance responsibility	Compliance with: • The RCR’s Human Resources (HR) policies • The Scheme of Financial, Contractual and Human Resources • RCR Health and Safety policies • Data protection policies and legislation.



The person

Essential (E) or
Desirable (D)

Knowledge, qualifications and experience	
Experience working within an in-house brand, marketing or communications team or creative agency	E
Strong portfolio demonstrating creative design across print and digital media	E
Experience applying and working within established brand guidelines while developing engaging creative solutions	E
Experience managing multiple design projects from brief through to delivery	E
Excellent working knowledge of Adobe Creative Cloud (InDesign, Illustrator, Photoshop)	E
Experience creating digital content including motion graphics, animation or video	E
Experience working with Microsoft PowerPoint	E
Experience working with digital asset management systems	D
Experience managing print production and supplier relationships	E
Skills and abilities	
Accurate use and understanding of English.	E
Exceptional creative thinking with the ability to translate ideas into engaging visual communications	E
Strong understanding of typography, layout, colour, composition and visual storytelling	E
Excellent attention to detail and commitment to producing high-quality work	E
Excellent organisational skills with the ability ot manage competing priorities	E
Strong communication and interpersonal skills with confidence working with stakeholders at all levels	E
Ability to work collaboratively while also managing projects independently	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 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, 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 25-day annual leave allowance per year.

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 31 August 2026

Please submit a CV , your portfolio as either a link or PDF attachment of your work 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 9 September 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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