



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Global Programmes Manager – Training

Salary: from £43,033 per annum

Contract Type: Full-time (35 hours). Fixed term (12 months, parenthood cover)

Location: We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend 20% of their time in the office. This is subject to role requirements.

About us

Do you want to change healthcare for the better?

Join the Royal College of Surgeons of England (RCS England) and you will be part of a professional membership organisation and registered charity that is committed to advancing surgical care.

We provide world-class education, assessment and development to 30,000 surgeons and dental surgeons at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research and championing the best outcomes for patients.

Our heritage home in Lincoln's Inn Fields, Holborn

Nestled in the heart of bustling London, our beautiful heritage building in Lincoln's Inn Fields, Holborn, offers an easily accessible location steeped in history. Now transformed into a centre of excellence for surgery, it provides a welcoming place for all our members to train, meet or network, wherever they live and work.

About the role

The Royal College of Surgeons of England is looking for a Global Programmes Manager – Training. This is an exciting opportunity to be responsible for building and maintaining a range of local, national and international partnerships, ensuring that training programmes are implemented with integrity and in a timely manner, to the highest quality and standards. The role includes the line management of two members of staff, the management of supplier contracts, writing proposals, business cases and briefings. The role also supports the promotion of overseas training opportunities for UK trainees who wish to obtain such experience.

The International Surgical Training Programme (ISTP) operates under the generic Medical Training Initiative (MTI) and allows the RCS to facilitate GMC registration and visa sponsorship for International Medical Graduates (IMGs) from outside the UK/EU/EEA enabling them to receive training in UK hospitals for a maximum of 2 years. The College manages the ISTP and acts as a "match-maker": vetting prospective candidates, and, in conjunction with the employing hospital trust, selecting suitable candidates for appropriate training posts in the UK.

Reporting to the Education Lead, the Global Programmes Manager – Training is responsible for managing all aspects of the ISTP. The post holder will be expected to undertake overseas developmental trips with senior contacts at institutions and government bodies, and organise interviews overseas if, and when necessary.

Responsibilities

- Actively promote the College's curricula, training, examination and assessment standards overseas.
- Support the work of the Global Affairs Standing Committee (GASC) and its sub-committees, including the drafting and production of committee discussion papers and reports.
- Work with the College's Global Surgical Advisors, Country Advisors and Clinical Leads to identify unmet training and support needs, strategic priorities and collaborations.
- Lead the project proposal and development process.
- Ensure that international projects and initiatives are of the highest quality and are delivered in line with the College Strategy.
- Manage a small team of staff, supervising their activities, allocating resource appropriately to achieve well-defined objectives, identified priorities and targets for the team, department and College.



- Manage the team's workload, supporting and developing the team to deliver priorities to time, budget and quality.
- Undertake staff performance reviews, identifying training and development needs and maintaining regular oversight of performance through individual and team meetings.
- Work with key stakeholders to identify suitable training placement opportunities for the International Students Training Programme (ISTP).
- Manage the College sponsorship process to the General Medical Council (GMC) specialist register.
- Ensure the production and maintenance of all documentation and promotional materials associated with the ISTP scheme, including application forms, handbooks and guidance notes ensuring that they reflect the most up-to-date policies, regulations or legislation.
- Plan and implement effective scheme project plans covering any recruitment, induction, placement, reviews and assessment reporting requirements or deadlines.
- Ensure appropriate and timely responses to visa enquiries, including issuing letters of invitation as part of the visa application process.
- Ensure candidate/ trainee records are maintained, ensuring that all data is accurate for both reporting and auditing purposes and that confidentiality is maintained.
- Develop and implement a framework to monitor, evaluate and report on the impact of these schemes, providing status reports and updates as required.
- Ensure legal and contract compliance with the General Medical Council (GMC), UK Visa and Immigration (UKVI), Academy of Medical Royal Colleges (AoMRC) and UK Department of Health and Social Care (DHSC).
- Provide advice and guidance regarding the ISTP and allied activity to the wider College.
- Write, co-ordinate, source, produce and/or edit content and promotional materials (news items, articles, images, video and audio podcasts) for the College and training websites, publications and the President's monthly e-newsletter and social media accounts.
- Attend internal and external stakeholder meetings and conferences as required. This may include delivering presentations or talks on behalf of the College, in the UK and overseas.
- Develop and maintain their knowledge of the directorate goals, international regulations, guidelines, standards, policies and procedures, which may include familiarity with the work of other College departments.
- Maintain a good knowledge and understanding of international affairs and international development issues, particularly in relation to global health, global surgery and Human Resources for Health (HRH).
- Work flexibly, including some unsocial hours (early mornings, evenings and weekends), as required and as reflected by the need to work internationally and across time zones or accommodate local practices.
- To be 'on-call' as part of the emergency contact process when College volunteers and/or staff are being deployed in the field.
- Undertake UK and international travel when required.

About you

Qualifications

Educated to degree level or equivalent through experience.

Skills/Experience

- Experience of designing, implementing and managing complex multi-stakeholder projects and programmes.
 - Knowledge and understanding of formal project and programme management methods
 - Experience of leading, managing or supervising teams.
 - A working knowledge and understanding of postgraduate medical education and training.
 - Knowledge and understanding of the UK surgical and dental specialty training pathways and curricula.
 - Experience of working with or providing high-level administrative support to project boards, committees and working groups.
 - Experience of undertaking financial administration, analysis and reporting, including the development and monitoring of budgets.
 - Experience and understanding of the challenges faced by international medical graduates (IMGs).
 - Knowledge or experience of providing advice or guidance on UK immigration/ visa rules.
 - Experience of organising and managing local, regional, national and international meetings, conferences, training and events.
 - Excellent IT skills with the ability to use all Microsoft Office packages and Adobe Acrobat to advanced levels.
- Ability to use web-based databases and maintain and update web pages.

- Strong analytical skills with an ability to demonstrate a significant degree of analysis and judgment. Experience of using data and evidence to identify and solve a broad range of complex problems.
- Ability to work on own initiative and as part of a team within a busy team environment.
- Excellent organisational, administrative and project management skills with an ability to multi-task, delegate and prioritise a busy workload and schedule to meet competing or demanding deadlines.
- Ability to think creatively and make strategic decisions.
- Excellent interpersonal skills, including the ability to influence and persuade individuals and stakeholders at all levels.
- Flexibility towards work in respect of working across time zones and occasional international travel.

What's in it for you?

- 27 days paid holiday + bank holidays and up to 4 college closure days over the festive period & other leave entitlements (carers leave, fertility treatment leave, etc.)
- Hybrid and flexible working. We require staff to spend a minimum of 20% of their time in the office, subject to role requirements.
- Enhanced contributory pension scheme
- Equal access to enhanced parenthood leave
- A range of staff and peer networks
- Employee health and wellbeing committed (Healthcare cash plan, menopause friendly, disability confident employer, mental health first aiders, EAP etc.)
- Retail discount platform
- Sabbatical and volunteering opportunities
- Variety of learning and development opportunities

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Wednesday 30 September 2026

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

