



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Quality Assurance and Accreditation Manager

Salary: from £37,041 per annum

Contract Type – Permanent, Full-time (35 hours)

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 Quality Assurance & Accreditation Manager to join the Education Department. Working as part of a small team, you will work closely with senior clinicians, internal colleagues and external stakeholders, and will play a key role in delivering and enhancing the College's quality assurance and accreditation services.

The role is responsible for managing a diverse portfolio of accreditation activities, including the College's flagship Centre Accreditation programme, an internationally recognised hallmark of excellence. You will lead quality assurance reviews of educational provision, support accreditation panels and committees, and drive the continuous improvement and development of services.

The Quality Assurance & Accreditation Manager plays a critical role in ensuring that the College's quality frameworks remain robust and effective. You will work collaboratively across the College and with external partners to promote high standards in surgical education and training, while identifying opportunities for innovation, growth and service enhancement. The role requires occasional domestic and international travel.

This is an excellent opportunity for a quality-focused professional who thrives on collaboration, continuous improvement and delivering excellence.

Responsibilities

- Accreditation of course provision and education centres in surgery and disciplines related to surgery
- Accreditation of Continuing Professional Development events in surgery offered by UK and overseas educational providers
- Accreditation of postgraduate HEI/University programmes in Surgery and in Surgical Care Practice
- Overall management of the course approval and reaccreditation process, in line with identified good practice in the sector
- Reviewing and seeking to improve the processes and supporting guidelines
- Ensuring a positive and productive working relationship with the Education Department and RCS England QA Operational Group (QAOG).
- Managing the accredited course feedback process and ensuring timely reporting of feedback from participants to the QAOG and other appropriate committees.



- Liaise and develop effective working relationships with the Council Lead for QA, QAOG Members and QA Assessors.
- Build appropriate working relationships with key external stakeholders
- Arrange and lead QA panel visits, produce post-accreditation reports and documentation, brief QA Assessors and manage follow up processes.
- Develop and maintain relevant College webpages relating to QA activities.

About you

We are seeking a graduate-calibre professional with experience in quality assurance, accreditation, or quality management, ideally within education, healthcare, or a professional membership environment.

You will have a proven track record of managing quality processes, supporting committees and governance activities, and producing high-quality reports and documentation.

Strong communication and stakeholder management skills are essential, alongside the ability to lead projects, manage competing priorities, and drive continuous improvement. Experience of accreditation frameworks and a quality-related qualification would be advantageous.

- Proven experience in within education, healthcare, or a professional membership organisation.
- Experience of managing quality assurance systems, processes and continuous improvement activities.
- Strong stakeholder management skills, with the ability to build effective relationships internally and externally.
- Experience of supporting committees, panels or working groups, including governance and reporting.
- Excellent report writing, communication and presentation skills.
- Ability to review complex documents, identify key issues and produce concise recommendations.
- Strong organisational skills, with the ability to manage multiple projects and priorities simultaneously.
- A proactive, collaborative approach and a commitment to high standards and continuous improvement.
- Graduate-level qualification or equivalent professional experience.

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: Thursday 1st October 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.