

Job description

Job title:	Global Programmes Manager - Training
Grade:	4a
Department:	Education
Responsible for:	Global Programme Officer – Training (x1) and administrator (x1)
Accountable to:	Education Lead

Job summary

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. The programme is overseen by 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.

Supervising a small team, the Global Programmes Manager – Training is responsible for managing the development, evaluation and continuous improvement of the International Surgical Training Programme and allied offer, such as the GMC sponsorship scheme.

Reporting to the Education Lead, the Global Programmes Manager – Training is responsible for building and maintaining a range of local, national and international partnerships, ensuring that all 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.



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Specific duties and responsibilities

Strategy

- 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/ development process.
- Ensure that international projects and initiatives are of the highest quality and are delivered in line with the College Strategy.
- Identify and implement improvements to services and processes that will enhance and contribute towards achieving the College's strategic objectives.

Team Management

- Work closely with the Education Lead to identify workload priorities, creating plans with key milestones and measurable outcomes: track progress and adjust to meet objectives, ensuring others are aware.
- 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.

ISTP delivery management

- 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 meetings, interviews and events relating to the development or operation of these schemes are organised and deliver required outcomes.
- 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.
- Undertake all project and programme related financial administration, reporting and analysis.
- Ensure appropriate and timely responses to visa enquiries, including issuing letters of invitation as part of the visa application process.



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- 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).

Communications and Stakeholder Engagement

- Develop and maintain professional working relationships and communications with partners, participants and key stakeholders.
- 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.
- Contribute to the directorate's strategic and operational planning activities.
- 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.

General Duties

- 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).
- Contribute towards the ongoing maintenance of the College website and the training website.
- Keep abreast of any relevant research and developments within own professional field.
- Maintain confidentiality and security where appropriate.
- Use own initiative to plan and organise own workload effectively to meet specified deadlines.
- Identify improvements to services and processes which will enhance and contribute to achieving the College's strategic objectives.
- Undertake any other duties and responsibilities as requested and which are commensurate with this role and grade.

Specific Duties

- 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.



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- Undertake UK and international travel when required.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

January 2026



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Person specification

	Essential	Desirable
Qualifications	• Educated to degree level or equivalent through experience.	
Experience and skills	• 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. • 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.	• Knowledge and understanding of the UK surgical and dental specialty training pathways and curricula.



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Technical competencies	• 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.	
People and interpersonal skills	• 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. • A positive 'can do' attitude - problems and challenges are viewed as opportunities to learn, improve and grow.	



The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college. • We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs. • We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement. • We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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.



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