

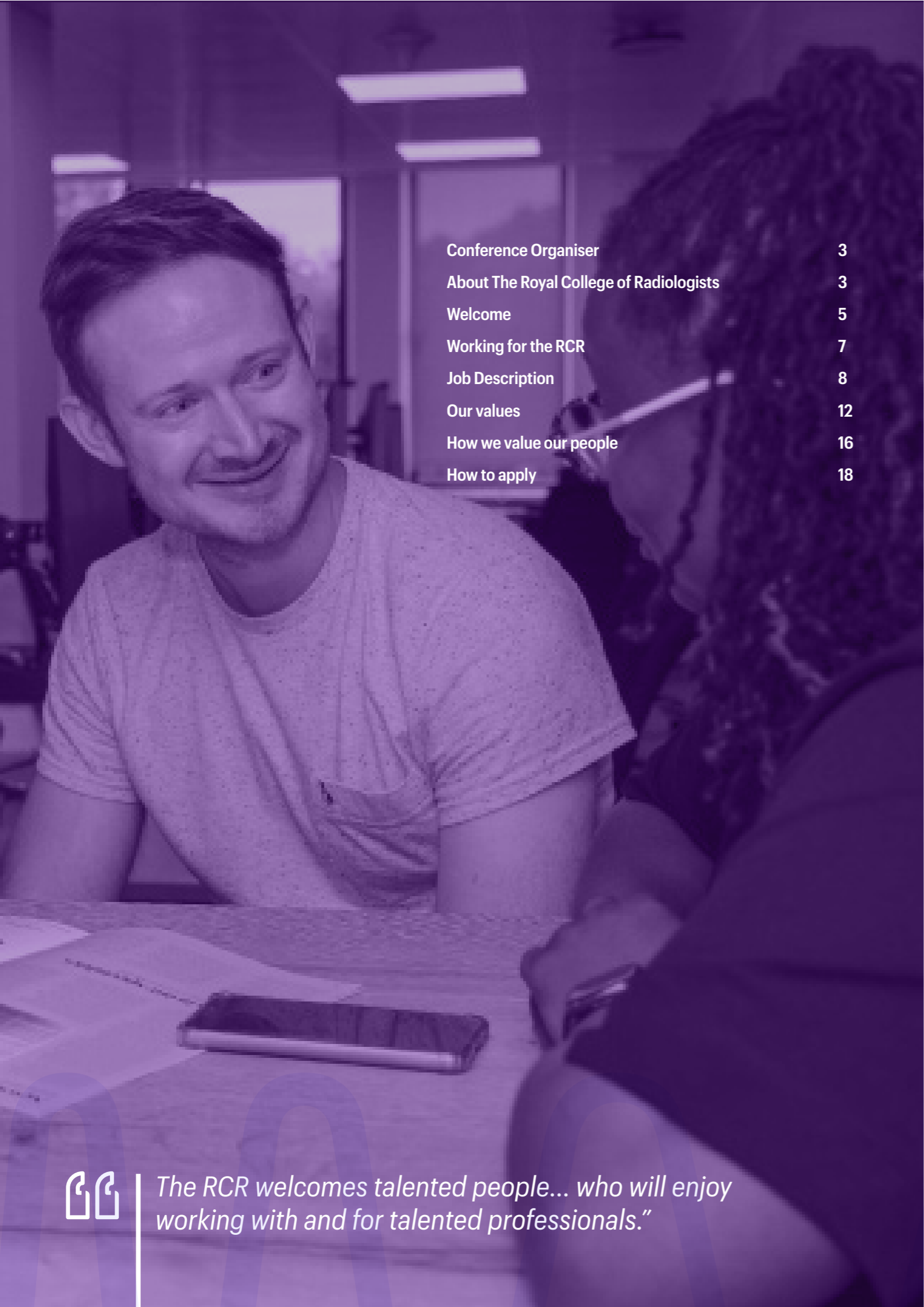


The Royal College of Radiologists

Conference Organiser



The Royal College of Radiologists



Conference Organiser	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."

Conference Organiser

Salary:	£53,793 per annum, with pay progression up to £59,454 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 26 January 2025
Interview date:	Shortlist interviews are scheduled for 31 January 2025 and selection interviews are scheduled for 7 February 2025.

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 14,000 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.

Operations Manager, our Marketing manager and our corporate sponsorship experts and as well as clinicians, College Officers, and a range of external partners, to ensure we deliver learner-centred content with high quality, professional and effective organisation.

The successful candidate will need to be highly skilled and experienced in delivering large scale conferences, exhibitions, and events and they will be responsible for designing, planning, delivering, and evaluating a complex and high-end conference as part of our annual programme.

The Education & Professional Practice Directorate/RCR Learning Team

This role will be joining the RCR Learning Team at a pivotal time as we re-design and develop new and existing learning products and drive forward our global ambitions by creating and delivering an exciting programme of annual events. We are delighted to be delivering our 1st Global AI Conference in 2025 and this role will lead the delivery of this conference and other conferences alongside our Events and

Where the job fits





Job description

Job title:	Conference Organiser
Responsible to:	Events and Operations Manager
Responsible for:	N/A
Contract terms and hours:	Permanent, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working

The role

Overall purpose

The RCR Learning Conference Organiser will be responsible for designing, planning, delivering, and evaluating complex and high-end conferences as part of the RCR Learning annual programme of events and courses.

Our conferences contain a large-scale exhibition, concurrent sessions and plenary lectures. Attendance is, in person with the option to deliver the content virtually through live streams. All conferences provide networking opportunities along with hosting abstract competitions and demonstrations from sponsors where applicable.

You will be required to work closely with the RCR Learning Team and directly with the Events and Operations Manager, the Marketing Manager and the Corporate Partnerships Officer as well as working with a dedicated group of subject matter experts (SMEs) who will lead the clinical aspect of the programme creation. In addition to this you will also actively participate in an internal working group of key stakeholders and 3rd party providers to ensure the smooth running of the conferences.

Effective evaluation and review will be required at all stages of each project including future proofing for the next event therefore supporting the identification of venues and financial management will be required.

The role will also support various other events and projects delivered as part of our annual learning programme and you may be required to travel to events throughout the UK, and on occasion globally including occasional weekend, overnight and overseas stays (for which Time Off in Lieu is available).

Main areas of responsibility

- Event project management
- Exhibition and sponsorship
- Abstract competition
- Stakeholder management
- General

Responsibilities

a. Event project management

1. Develop and deliver from conception to completion a high level, complex event for audiences based in the UK and globally, ensuring the objectives are achieved and the event is delivered on time, on budget and is a high-quality experience for all.
2. Work closely with SMEs to identify and confirm inspiring and up to date programmes, speakers, learning outcomes and event materials that support the needs of those in attendance.
3. Through setting clear expectations and timelines for SMEs and key stakeholders, work in collaboration with the RCR Learning Marketing Manager to produce content and copy to promote the event, including generating the latest news and announcements to drive sales and to meet delegate income targets.

4. Follow, maintain, and adapt existing event project management templates and frameworks and support consistency of approach and a learning culture by bringing new ideas and ways of streamlining our work to the team.
5. Generate an effective evaluation process following completion of the event working closely with the Events and Operations Manager, Marketing Manager, the Corporate Partnerships Manager, and the programme leads review the final outcomes of the event and to identify learning and recommendations for future events.
6. Ensure effective budget management is adhered to providing accurate expenditure, including direct costs and staff costs, as well as producing forecasts of delegate and sponsorship income to identify a budget for each event.
7. Pro-actively seek opportunities to negotiate event expenditure ensuring we are delivering financially viable events and achieving all cost, income and surplus targets, and supporting on income generation.
8. Proactively track and monitor all event expenditure and income, reconciling budgets at the end of event periods to inform evaluation and reporting on team and organisational targets.

b. Exhibition and sponsorship

9. Work in collaboration with the Corporate Partnerships Officer to ensure those who are exhibiting, and sponsoring the event have the best customer service experience, including:
10. Supporting the logistical aspects of the event delivery pre- event and during event build.
11. Managing health and safety and risks assessments for those participating, raising any significant risks and coordinating with the venue and suppliers.
12. Work in collaboration with a third-party exhibition build company to devise floor plans that provide a world class event experience for all attendees, featuring, catering, networking space, poster boards and maximising foot fall and interactions between exhibitors and delegates.
13. Provide clear joining instructions, FAQs, and onsite welcome packs.
14. Capture promotional branding and biographies to feature on our website and co-ordinate promotion with our Marketing Manager.
15. Co-ordinate round table activities and promotional opportunities as agreed with the Corporate Partnerships Officer.

c. Abstract competition

16. Develop and deliver an abstract competition, which aims to provide a platform for those who wish to share their research by delivering and actioning the following:
17. Reviewing and agreeing the terms and conditions of each competition with the clinical leads
18. Generating promotional materials for the competitions with support from the Marketing Manager
19. Managing submissions, via our third-party platform and creating FAQ's and criteria for submitters
20. Setting timelines, deadlines, and key milestones
21. Recruiting and co-ordinating judges and developing a transparent judging criterion.
22. Working with proofreaders, publishers, and RCR Marketing and Digital team to enable the publication of abstracts.
23. Co-ordinating poster boards onsite, including identifying themes and devising ways to showcase individual work.
24. Co-ordinating prizes and working with the Marketing Manager on ways to showcase winners.



25. Work closely with the Events and Operations Manager to scope and negotiate future venues and ahead of contracting, liaise with venues and any sub-contractors to ensure value for money and high-quality experience for our delegates, SMEs, and industry partners.
26. Support colleagues across the team (and in some cases, wider RCR) with in person and online delivery, ensuring events are well managed and resourced.

d. Stakeholder management

27. Manage end to end experience for our delegates, guest speakers, staff, volunteers, and VIPs to ensure relevant information is produced to support their attendance, pre-event, during the live event and post-event, which is clear, accurate and accessible. This should include:
 28. Generating joining instructions for those participating at the event, with information on travel, accommodation, event timings and programme announcements and access information to our various platforms.
 29. Create bespoke delegate badges, identify key stakeholders and their on the day requirements as well as managing a professional registration experience for all.
 30. Update the venue on catering numbers, dietary requirements and accessibility needs to ensure all attendees in person are well supported.
 31. Ensure those accessing the event online are supported and provided access and that the experience is well managed and meets expectations.
 32. Generate visa letters or invitation letters working closely with our Governance Officer and President when required.
 33. Produce user friendly FAQ's that are updated regularly, along with a code of conduct, and terms and conditions.
 34. Post events create and allocate CPD credits for delegates and participants to support their portfolio of learning.
 35. Generate thank you letters for key stakeholders and identify further opportunities for recognition pre and post event for those who contributed to the event's success.
 36. Provide local information for accommodation and travel and facilitate these arrangements for speakers, officers, and our VIPs.
 37. Track and process expenses for key stakeholders, ensuring funds are re-imbursed and expenditure is tracked against the final budget.

e. General

38. Keep abreast of trends within the events delivery field, sharing insights relevant to the team's work with colleagues to help ensure we are leaders in the sector.
39. Ensure compliance with the data strategy, data protection and our interactions with our CRM, website and third-party providers support effective and efficient reporting and data collection.
40. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
41. Maintain documentation on all activities carried out.
42. 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

- Colleagues across the RCR, working collaboratively and sharing information to support delivery of the RCR Learning offer.
- The elected Officers - providing information, guidance, and support.
- The programme chair and leads

External working relationships

- Event organisers / leads, subject matter experts, speakers and delegates, other contributors – liaison, providing guidance and support.
- Contractors, suppliers – negotiating contracts and ensuring delivery to contract terms.
- Partners and sponsors – providing information and facilitating the delivery of benefits.
- Other medical royal colleges and professional bodies – sharing information, liaison, facilitating collaboration.

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> • Decisions relating to the delivery of activities in order they are financially viable and executed in a timely fashion. • Independent decision making at events to deal with any issues arising. • Decisions relating to project timelines, milestones, and actions to make progress on deliverables. • Independent decision making to support management of external communications within the team.
Financial resources	<ul style="list-style-type: none"> • Create budgets for each activity the role is leading on. • Maintain records of income and expenditure for each event. • Reconcile budgets and approve payments and expenses according to the Scheme of Financial, Contractual and HR delegation. • Negotiate and approve contracts / agreements. • Responsible for a company credit card and associated expenses.
Other resources	<ul style="list-style-type: none"> • Shared responsibility for events equipment such as banners and tablecloths. • Shared responsibility for college equipment such as cameras and laptops.
People management	<ul style="list-style-type: none"> • N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure that all activities are compliant with relevant legislation e.g., Health and Safety, Equality and Diversity, GDPR, as well as RCR policies. • Ensure agreements are in place with SMEs and suppliers before bookings open for activities.



The person

Essential (E) or
Desirable (D)

Knowledge, qualifications and experience

Experience delivering end to end event management in person, online and hybrid formats using interactive technologies and facilitation techniques and collaborating closely with external stakeholders to develop and deliver content.	E
Experience creating and managing robust budgets for a variety of activities, reconciling income and expenditure accurately; commercial awareness and a good understanding of how to model different scenarios and achieving income targets.	E
Proven experience of providing high quality customer service to stakeholders including event and course delegates, subject matter experts / faculty and senior internal colleagues.	E
Experience in process development and improvement, including creating clear Standard Operating Procedures and using databases and other online systems.	E
Experience in data collection and analysis to evaluate activities, generating reports containing actionable recommendations to inform your own work and that of decision makers.	E
Ability to listen to and understand complex discussions, highlighting key information and creating a high-quality written summary. Ideally this will have been developed through experience of board, committee, or formal meeting administration.	E

Skills and abilities

Accurate use and understanding of English.	E
Strong project and time management skills, with an ability to manage competing priorities, adapt to changing priorities, and work successfully both independently and as part of a collaborative team.	E
Ability to use initiative, identify improvements to ways of working and to suggest and implement solutions to problems, knowing when to consult or involve colleagues and stakeholders.	E
Excellent written and verbal communication skills with good attention to detail, including the ability to facilitate events.	E
Excellent interpersonal skills and the ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, partners, and stakeholders at all levels.	E
Ability to effectively evaluate and reflect on personal performance and learning from team projects to identify and take action on areas for improvement.	E
Ability to occasionally travel, work evenings and weekends as and when required	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 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 starts with a 25-day annual leave allowance per year and that increases with service too.

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.

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.

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.

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 26 January 2025

Please submit a CV and a covering letter (submitted as FIRST NAME LAST NAME, ROLE , CV/ CL) of no more than a page and half, 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.

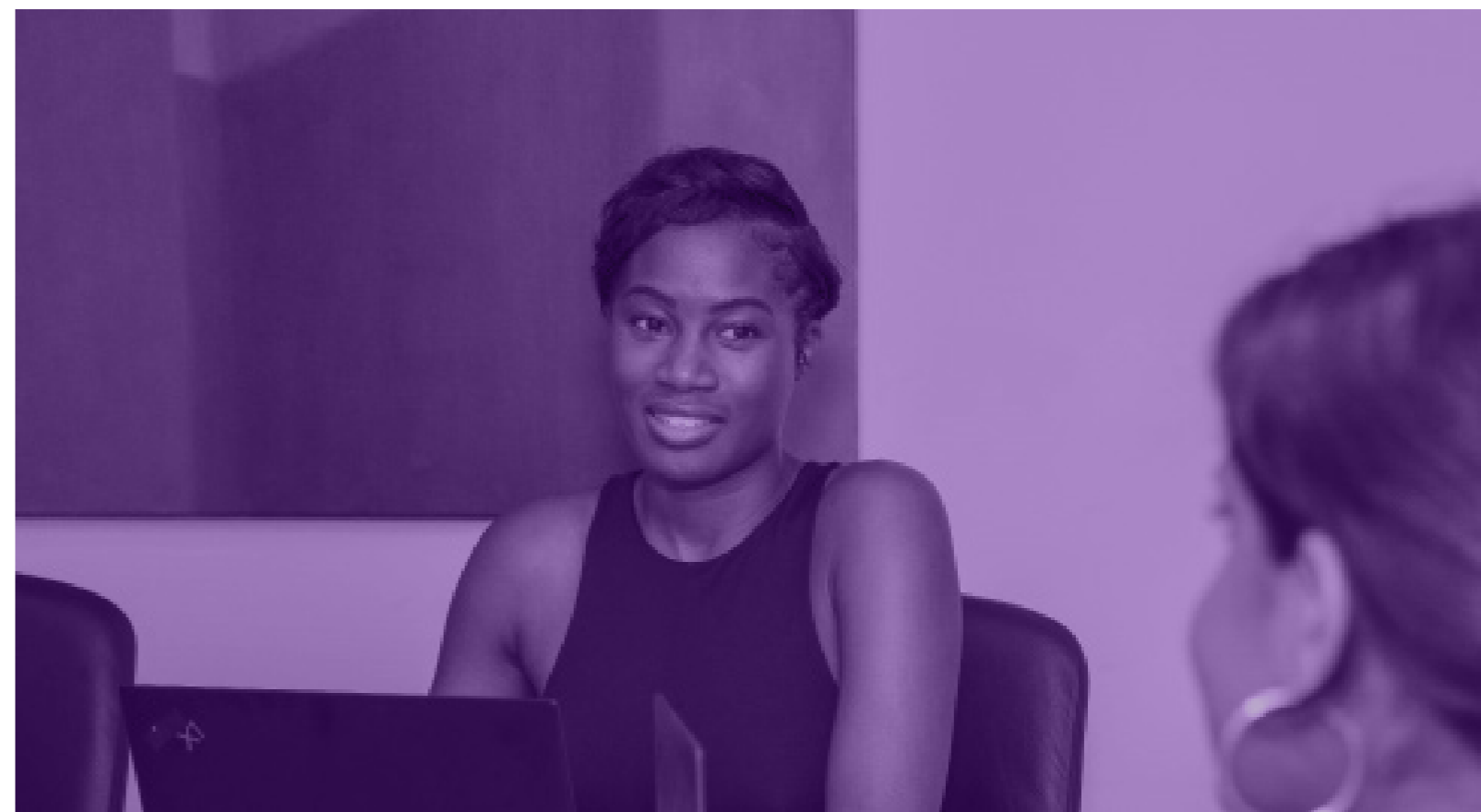
The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create 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 31 January 2025.

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

The Royal College of Radiologists
63 Lincoln's Inn Fields
London WC2A 3JW

+44 (0)20 7405 1282
enquiries@rcr.ac.uk
www.rcr.ac.uk
@RCRadiologists

A Charity registered with the Charity Commission No. 211540
© The Royal College of Radiologists, November 2023.

