



The ROYAL
SOCIETY of
MEDICINE

Associate Programme Manager

Salary £33,000

35 hours per week. Flexible working, with some evenings and early starts. A mixture of office (Central London) and home working is anticipated with this role.

The Royal Society of Medicine (RSM) is a UK charity and membership organisation dedicated to advancing health. Through learning and collaboration, we empower a global community of healthcare professionals to enhance their practice and improve patient outcomes, while promoting a broader understanding of health through public engagement.

Founded in 1805, the RSM has a long history of bringing individuals with diverse experiences together to share knowledge and pioneer new approaches to medicine and healthcare. Today, our membership connects the full spectrum of healthcare disciplines and career stages, with our educational events programmes and learning resources supporting healthcare professionals worldwide. Our members, partners and collaborators work collectively, drawing on one another's expertise to raise standards and develop innovative solutions. Together, we are transforming healthcare, and lives, for the better.

Job Purpose

The key purpose of the Associate Programme Manager (Central Education) role is managing the successful delivery of Central Education education activities under the leadership of the Dean / Deputy Dean and Programme Manager (PM).

A key element of this role is assisting with the relationship management with partners and with colleagues across the Learning, Marketing, Communications and Commercial Services teams. You will support the development of a portfolio of programmes, events and webinars coordinating activities from conception, through delivery, to feedback and evaluation (end to end). Alongside senior colleagues, working closely with internal and external stakeholders who are RSM members and volunteer faculty / medical experts, to ensure that education Central Education delivers measurable benefits for the RSM's audiences.

Responsibility for the tracking of budgets against expenditure reporting to the PM and escalating issues and concerns; working across matrix project teams to deliver on goals; and collaborating with external contributors and partners.

You will report to the PM and work within a programme management team.

Responsibilities

The Associate Programme Manager (APM) will be assigned a number of projects to work on; they will be accountable for operational delivery as well as assisting with development activities for those specific projects. Delivery will include the following aspects:

- Under the leadership of the PM, coordination and delivery of the lifecycle of all Central Education programme activities;
- Project delivery – to include resources, financial budgeting, project management timings;
- Being the main contact for the event for all stakeholders in relation to delivery;
- Responsible for post event report being completed;
- Research both U.K. and European published Speciality Conferences and Events to avoid date clash when planning a future programme and try to schedule events to maximise attendance;
- Work with marketing and communications colleagues to develop and drive the promotional activity for each project, advise on outreach to relevant external organisations and contacts to develop the RSM’s market reach;
- Consider programme format and suitability for eLearning design
- Set up event survey for post event evaluation report. Feedback insight from data gathered including observing and supporting events. Use of both qualitative and quantitative analysis to inform future projects;
- With PM, review and improve processes and ensure this information is delivered successful to all stakeholders and upheld;
- Working with PM, assist with the planning of new projects and initiatives as needed, including conducting relevant research, proposal writing etc;
- Establish close working relationships with the PM and colleagues to ensure compliance with processes and systems and to signpost areas of good practice, for collaboration, partnership working and commercial development;
- Assist with the maintenance of KPI’s and evaluate all events according to established performance standards and metrics;
- Support wider team to deliver during exceptional periods due to absence and peaks of heavy workload;
- Assist with the recruitment, training, and supervision of new starters as and when necessary

Person Specification

Knowledge Skills and Experience

- Strong organisational skills
- Understanding of budgets
- Clear communicator
- Influencing and persuading others
- Conference and event project management
- Stakeholder and relationship management
- Commercially focussed
- Drive to deliver/commitment
- Resilience, ability to successfully manage change, support ad hoc and within tight deadlines
- Professional behaviours, act as a role model
- Experience in education
- Project management skills
- An interest in and ability to draw insight from data
- Experience in working in education
- Learning design experience.

Organisational Values and Behaviours

The post holder must always when conducting responsibilities and interacting with others:

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- Uphold the vision, mission and values of the RSM
- Support effective communication and consistent management of RSM policies and procedures throughout the organisation
- Adhere to the RSM's Health and Safety regulations and ensure the safety of oneself and others engaged in the RSM premises and work by reporting hazards to a senior manager for address or taking actions (where possible) to remove safety hazards
- Adhere to the RSM's Data Protection regulations and only use data as required to undertake their role and handle it in an appropriate and confidential manner
- Fully subscribe to the spirit of and adhere to the RSM's people policies in particular the Discrimination, Bullying, Harassment, Victimisation policies.

Fully subscribe to the spirit of and adhere to the Society's people policies the RSM's Code of Conduct.