



Education and Events Manager FTC (9 months with a potential to extend)

Job Description

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 (minimum of 3 days in the office).

The Royal Society of Medicine is one of the UK's leading providers of continuing learning in healthcare. Our vision is 'better healthcare for better lives'. We aim to achieve this by sharing learning and supporting innovation on the science, practice and organisation of medicine. As a registered charity and membership organisation with a global network of 16,000 members, we bring together healthcare professionals across specialties. We offer a range of membership options for every career stage, from students to retirement. We deliver multidisciplinary, specialist and general education, as well as professional development, drawing on the support of leading experts in over 50 specialist areas (Sections) of medicine. Our learning resources span a wide collection of books, journals, digital journals, online medical databases. We are home to one of the finest physical digital medical libraries in the world. We connect those involved, interested in healthcare, by leveraging expertise from across the RSM, we support, help and inspire the innovators developing the medical products and services of tomorrow.

Job Purpose

The Education and Events Manager leads and manages relationships with RSM Sections and oversees the development and delivery of a high quality, relevant and financially sustainable programme of medical education events. This includes in person events, hybrid events and webinars – the entire lifecycle. The role works closely with volunteer medical experts (Section members) and internal colleagues in Learning, Marketing, Communications and Support Services. Key areas include programme planning, financial management, operational delivery, data insight and cross team coordination. The role reports to the Deputy Dean and contributes to high performing programme management. Furthermore, the role requires you to oversee the work of graduate trainees who deliver the events.

Responsibilities

Operational Management

- Lead end-to-end delivery of Section medical/health events, ensuring quality, financial viability.
- Develop annual programme plans: briefs, budgets, timelines, resource allocation and accuracy of Section information.
- Manage operational delivery (speaker coordination, logistics, post event activity).
- Select suitable delivery formats (in person/online/hybrid) within agreed budgets and timescales.
- Work with marketing on programme scheduling, sector insights, and targeted promotion.
- Work with the partnership team to support exhibitor/sponsor involvement.
- Work with finance to set and monitor budgets, track income/expenditure, and report accuracy.
- Capture, analyse and report event data, KPIs and apply lessons learned.
- Provide insights to the Deputy Dean, Sections, and senior stakeholders to guide decision making.
- Line manage graduate trainee/s and support the programme team.
- Ensure compliance with RSM governance, quality standards and internal processes.
- Contribute to improving and streamlining programme processes across Sections.

Stakeholder and Client Relationship Management

- Build and maintain relationships with SMT, Academic Board, Dean, committees and internal teams.
- Coordinate Section Council meetings: prepare papers, attend, record actions, support governance.
- Provide regular programme and financial updates to Section Presidents/officers.

- Act as key liaison between Sections and the education team, sharing insights with the Deputy Dean.
- Manage communication with high profile speakers and external contributors
- Ensure all stakeholder interactions align with RSM policies and uphold organisational reputation.
- Build external partnerships.

Education Programme Delivery

- Oversee operational delivery of Section programmes, working with AV, operations, internal teams.
- Conduct horizon scanning.
- Attend events to ensure smooth delivery and provide on-site support.
- Ensure programmes meet service levels and comply with RSM quality assurance standards.
- Produce accurate and timely event statistics for internal and Section reporting.
- Chair Slate meetings on rotation, monitoring progress against budget and attendance targets.
- Prepare risk assessments and secure approvals for off-site events.
- Ensure timelines are met, risks are mitigated and quality improvement actions applied.

Other Responsibilities

- Support compliance with internal processes and promote good practice.
- Maintain KPIs and evaluate events using agreed metrics.
- Support team workload during peaks or staff absence.
- Coach and mentor colleagues; support recruitment, onboarding and appraisal processes of Graduate Trainee roles.
- Comply with RSM and Charity Commission policies and uphold organisational values.
- Support with any other tasks, responsibilities, due to business need.
- Help Section Councils stay informed on developments in healthcare and education policy.

Person Specification

Competencies

- Strong organisational and project management skills.
- Proven ability to analyse data and use insights for decision making.
- Experience managing budgets and ensuring financial sustainability.
- Excellent stakeholder and relationship management skills.
- Clear communication, influencing, and expectation management ability.
- People management experience with the ability to support a high performing team.
- Experience in education/events management and working with volunteer committees or medical/healthcare professionals.

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

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 Society'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 Society'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 Society's people policies in particular the Discrimination, Bullying, Harassment, Victimisation policies.