



# CANDIDATE PACK FOR THE EXECUTIVE DIRECTOR OF EDUCATION



Royal College of  
General Practitioners



# WELCOME

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Thank you for your interest in joining The Royal College of General Practitioners (RCGP), the largest Medical Royal College in the UK. With a network of over 55,000 dedicated family doctors, we are committed to supporting the development of general practice and promoting excellence in patient care.



At the heart of our College is a talented workforce of committed professionals who support our GP members in upholding the highest standards of patient care. Every year, through our final assessment examination, we proudly welcome around 2,000 new GPs to the NHS, a testament to our nationally important role at the forefront of GP education, training, research, and clinical standards.

As the RCGP embarks on a journey of modernisation through the implementation of a new corporate plan, now is an exciting time to join us and we are looking for an outstanding Executive Director to lead our highly performing Education Directorate and be part of our senior management team.

As the strategic lead for all our work relating to postgraduate training, assessment and continued professional development – this role is central to the RCGP's purpose. As the NHS looks to deliver more care in the community, we believe we have a unique opportunity to equip the profession with the skills to deliver on and lead this change. At the same time, our work on quality, standards and education lies at the heart of our ability to deliver on our aspirations as a membership organisation, through our engagement with GPs throughout their careers and the transformation of our CPD offer.

We are looking for a leader who is values-led with the strategic capability to embrace this; someone who can balance risk and opportunity and set clear direction for a talented team with a strong team of direct reports who are technical experts in their own areas. With experience of operating in organisations of relevant scale and complexity, you will bring an immediate appreciation of the need for quality and rigour in this role alongside the big picture thinking necessary to lead our Education Directorate forward, ensuring we continue to innovate in a way that is responsive to the needs of our membership and focused on the best outcomes for patients.

You may already be in another Royal Medical College, in another professional membership organisation or in the wider context of health or adult learning in a relevant role. Wherever you are now, you will be a natural relationship builder who can quickly secure personal credibility with a variety of stakeholders and lead a team through change. Collegiate in your approach, you will be comfortable working at pace within nuanced circumstances and bring the skills to develop and maintain a high-performance culture, inspiring and influencing at all levels.

If you believe you have the skills, qualities and attributes required, we look forward to the possibility of welcoming you to the RCGP family where, together, we make a difference in patients' lives every day.

With best wishes,

**Mark Thomas**  
**Interim Chief Executive Officer**

# ABOUT US

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The Royal College of General Practitioners (RCGP) is the largest Medical Royal College in the UK and has a network of over 54,000 family doctors working to improve care for patients.

The College has a talented workforce of over 250 brilliant people who work to support our GP members in maintaining the highest standards of patient care.

Every year, we help around 2000 new GPs join the NHS. We are the voice of GPs on education, training, research, and clinical standards.

Based in our prestigious offices at 30 Euston Square London NW1, the College also has a network of faculties serving members locally and a devolved council in each of the nations of the UK.

## WHAT WE DO

Our purpose is to promote the best possible quality of health and healthcare by:

- setting the highest standards for general practice
- ensuring GPs have the best possible training
- supporting GPs throughout their professional lives to deliver the best possible service
- leading the profession and demonstrating the value of general practice
- developing general practice as the foundation of effective and sustainable primary care worldwide
- using resources efficiently to support our members and develop the College sustainably.

## OUR ORGANISATIONAL VALUES

Our values define who we are and ensuring our vision to be an inclusive organisation is at the forefront of all that we do, promote and deliver.

Our values support a culture that actively values inclusion and recognises the value of everyone.

- Compassion – for our patients, the populations we serve, our members, our colleagues and ourselves.
- Inclusivity – we value diversity as part of our communities and treat each individual with equal respect.
- Sustainability – we look to the future and care about the long-term wellbeing of our members and colleagues, our profession, our patients and the world around us.
- Accountability – we take responsibility for the results of our actions and continuously strive to be the best that we can be.
- Integrity – we are honest, open-minded, ethical, evidence-based and fair.



## CORPORATE PLAN AND STRATEGY

### THE CORPORATE PLAN IS STRUCTURED INTO FIVE THEMES:

#### Strengthen our Membership

MEMBERSHIP



#### Strengthen our Membership

To develop and strengthen our member offer and experience to attract new members, engage with existing members and increase loyalty across our diverse membership.

#### Transform our Culture

PEOPLE



#### Transform our Culture

To work collaboratively to shape an organisation and culture where our individual contributions are recognised and in which we live our values and support and develop each other.

#### Target our Resources

DELIVERY



#### Target Our Resources

To improve our systems, processes and governance and best deploy our resources, capabilities and partnerships in the delivery of the College's mission.

#### Enhance Patient Care

EDUCATION



#### Enhance Patient Care

To develop and deliver standards, guidance, professional development resources and examinations to support general practice to provide the best possible patient care in a changing environment.

#### Shape the Future of General Practice

INFLUENCE



#### Shape the Future of General Practice

To shape and promote general practice by acting as the voice of GPs to influence change, and by encouraging best practice, innovation and research to improve patient care in general practice.

**Priority 1: Tackle the workload and workforce crisis**

- We must break the vicious cycle of a shrinking workforce and an ever-increasing workload. Only by doing this can we make general practice an attractive career and halt the current exodus of GPs. This is necessary not only to protect the mental health and wellbeing of GPs, but as a matter of patient safety and to ensure the future sustainability of general practice, and the NHS itself.

**Priority 2: Ensure the College is the professional home of general practice**

- The College must be the professional home for all GPs, where they can access the resources, support, and professional friendships they need to flourish in their careers and invest in their professional future. We need to equip our members with the skills they require to deliver complex care in a challenging environment and to promote a culture of inclusion within the profession.

**Priority 3: Reduce the increasing gap in health inequalities**

- As family practitioners, GPs sit at the heart of their communities and have a unique understanding of their patients and the realities they face. In the context of growing health inequalities, and the adverse impacts of the cost-of-living crisis, the profession must act to protect those most at risk, by identifying and prioritising their needs and advocating on their behalf.

**Priority 4: Respond to the climate emergency**

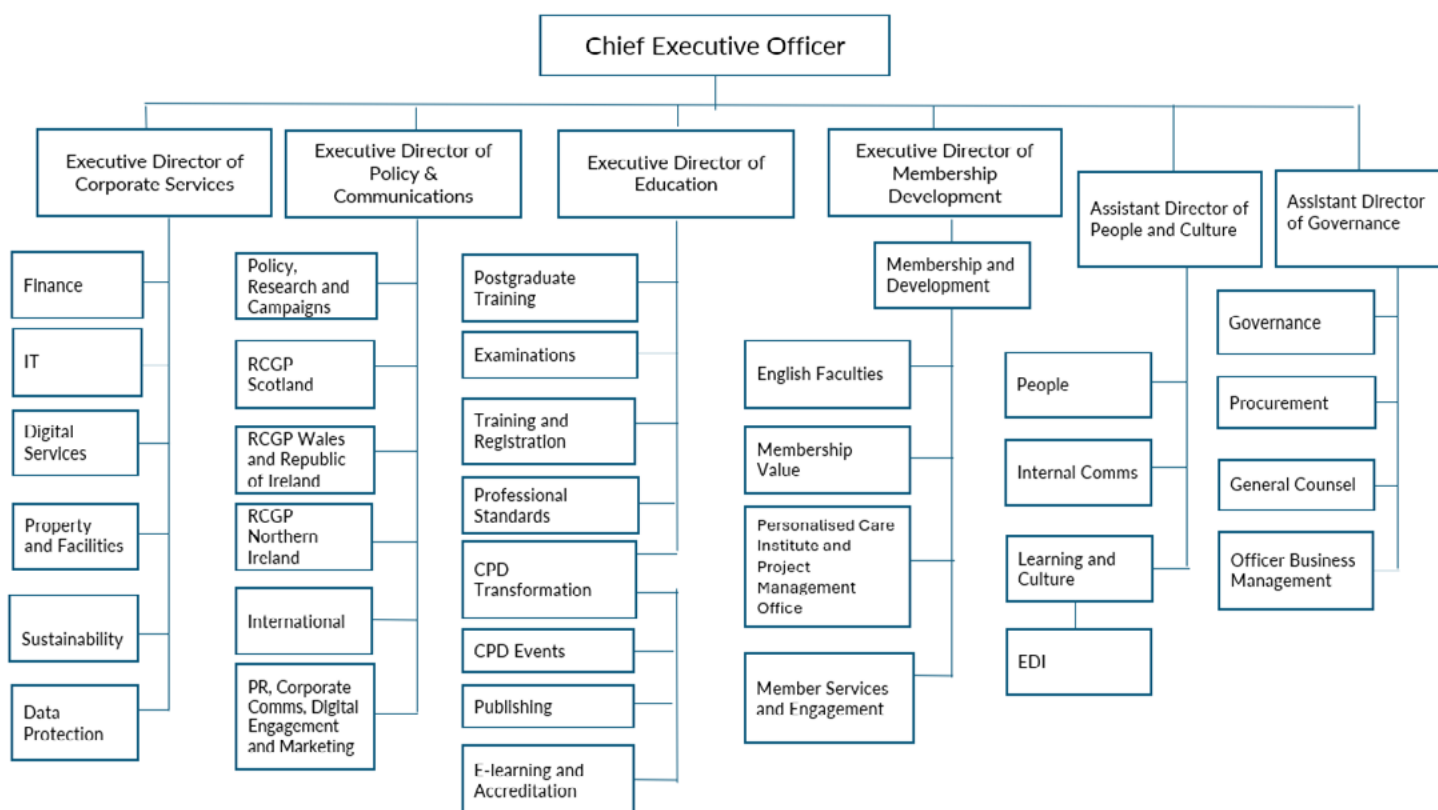
- The climate and ecological emergency poses a threat not only to the future of the planet but to our health and the NHS too. Greener general practice can improve health outcomes, decrease workload and reduce health inequalities. The College has an important role in supporting members and general practice in delivering a critical strand of the NHS's target of net zero, and addressing the wider holistic issues encompassed by planetary health.

## ABOUT OUR TEAMS

At the College, we appreciate that teams are made up of individuals with diverse perspectives, qualities and strengths that are necessary to drive innovation, creativity and growth. We believe in valuing and rewarding our team members, ensuring they are motivated and inspired.

We are committed to helping each individual develop their talents to their fullest potential. Our wide range of benefits and ongoing investment in learning and development reflect our dedication to a diverse, dynamic, and inclusive workforce.

## ORG STRUCTURE



# JOB DESCRIPTION

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<b>Job title:</b>	Executive Director of Education
<b>Reports to:</b>	Chief Executive Officer
<b>Direct reports:</b>	Assistant Director of Training and Registration Assistant Director of CPD Assistant Director of Examinations Head of Professional Standards

## ROLE PURPOSE

As a key member of our Executive Leadership Team, this role operates at the centre of the RCGP with responsibility for several of its core activities. At a time of exceptional pressure for the profession, the College is determined that its services should be relevant, accessible and of the highest quality – it is essential that the College is of greatest value to GPs in their training, their daily work and in their professional development. The post holder will oversee the College's work in the areas of GP specialty training, development of the GP curriculum, the MRCGP examination (integrated assessment system), the processes leading to application for entry to the GP Specialist Register, continuing professional development (CPD) (including the Annual Primary Care Conference), revalidation and extended scopes of practice.

To progress this work, the postholder will lead the College's Education Directorate and will liaise closely with the College's elected Vice Chair (Professional development) on all clinical and professional matters. They will act as Senior Responsible Officer (SRO) for a number of College work programmes which include Training and Registration, examinations, professional standards, the College's annual professional conference and Continuing Professional Development (CPD).

The postholder will work closely with elected Council officers and other leading clinicians, as well as a range of external stakeholders such as government departments and agencies, regulators, GP schools and training bodies, other medical colleges and patient representatives.

As a member of the Executive Management Team (and the College's wider leadership team) the post holder will share corporate accountability for the development of the RCGP's strategic plan, overall management of the College, resource management and the achievement of the corporate plan. They will report to the Chief Executive Officer against an agreed set of performance objectives, will attend meetings of Council and the Board of Trustees, the Specialty Advisory Committee (SAC), the Specialty Training Committee (STC) and, as required, other relevant committee and sub-committee groups.

## MAIN RESPONSIBILITIES

- Provide leadership to the Education Directorate, ensuring that the directorate's programme of work is aligned with, and contributes to, the achievement of the College's Corporate Plan and organisational objectives.
- Act as the College's principal advisor in relation to the functional area, through consultation with relevant clinical leads and other stakeholders.
- Set, manage and monitor the directorate budget, ensuring accurate and timely forecasts are produced and activities are delivered within budget, and that the budget is aligned with the Corporate Plan.
- Identify, mitigate and monitor risks in relation to the directorate, alerting the Chief Executive Officer to new or significantly increased risk.
- Set and monitor key performance indicators and hold relevant individuals to account for achieving them through the College's performance management system.
- Establish, motivate and inspire high performing teams (both clinical and staff), working collaboratively and in a matrix format across the organisation to plan and allocate resources effectively, anticipating demand, responding to changing priorities and achieving agreed results.
- Support and/or represent the College as necessary, acting as an ambassador and champion for the Professional Body and its charitable aims.

## DIMENSIONS

<b>Budgets</b>	Income and Expenditure of around £10 million a year.
<b>Staff numbers</b>	Overseeing a directorate of c90 staff.
<b>Clinicians</b>	The post holder will, with the guidance of the Vice Chair, coordinate the work of several hundred (number variable) clinicians, ensuring that their role is clear, their objectives defined and reporting arrangements are agreed.

## KEY RESULT AREAS

### Corporate Accountabilities

To provide leadership of the Charity to develop a high-performance culture that promotes excellence in family medicine.

To act as a role model demonstrating:

- College values and corporate behaviours that are characterised by personal responsibility, motivation, creativity and a commitment to reflection and learning;
- A proactive approach to achieving the delivery of quality outcomes and desired results to support a “One College” culture focussed on delivery and growth.

To establish, motivate and inspire high performing teams working collaboratively and in a matrix format across the organisation to plan and allocate resources effectively, anticipating demand, responding to changing priorities and achieving agreed results.

To identify, mitigate and monitor risks.

To represent the College, acting as an ambassador and champion for the Professional Body and its charitable aims.

Deputise as required for the Chief Executive Officer, taking responsibility for corporate and shared decision-making in the best interests of the whole College.

### Directorate Accountabilities

- Ensure there is appropriate governance and oversight of the work of the directorate, and that, as a standing committee of the RCGP’s Council, the Speciality Advisory Committee runs efficiently and effectively.
- Ensure that the MRCGP examination is a fair and appropriate assessment of the knowledge and skills required to practise as a GP and is compliant with the College’s statutory and legislative duties and responsibilities. The postholder will particularly ensure the appropriate management of risk (for example, in relation to legal, reputational and financial challenges).
- Ensure that the candidate experience of the examination is positive and that all efforts are made to ensure that Training Programme Directors (TPDs) and GP Trainers are familiar with its requirements and able to support trainees at risk of poor performance
- Ensure that appropriate processes and resources are available to facilitate the review, development and revision of the specialty training curriculum and MRCGP assessments in order to reflect the changing needs of general practice, and patients. Ensure that appropriate standards are set, maintained and constantly reviewed for GP trainees and trainers, with appropriate levels of quality assurance,
- Ensure that General Practice training is appropriately and robustly quality assured, including contribution to General Medical Council and deanery quality assurance processes for training processes and trainee performance.
- Ensure there is continually developed and updated support for trainees, trainers and undergraduate educators.



- Ensure the development and maintenance of effective processes for recommending to the GMC trainees who should be eligible for a Certificate of Completion of Training (CCT) or portfolio route, and their admission onto the GP specialty register.
- Provide advice, support and guidance to the policy and communications teams in support of College campaigns to increase the number of GPs in the NHS and provide adequate training resources.
- Oversee the delivery of the College's CPD offer, including e-Learning, publications and events, ensuring high quality CPD, that is highly-valued by Members and supports all aspects of the GP career pathway.
- Ensure the continual development and review of revalidation standards, processes, advice and support to members
- Ensure the development of new programmes for GPs with Extended Roles (GPwERs) and work with the CPD team on new product/event opportunities
- Support the development of professional standards and work to develop the professional skills and knowledge of members, for example in relation to leadership, extended roles, and working with the multidisciplinary team.

## ORGANISATIONAL DEVELOPMENT

- Oversee and review the work of relevant programmes and all Medical Directors and Clinical Leads across the directorate.
- Set objectives and undertake performance reviews for staff and medical directors associated with the directorate's work.
- Ensure all directorate work is appropriately linked to related areas in other directorates and is aligned to the priorities outlined in the Corporate Plan.
- To take a leadership role in the development, implementation and governance of the RCGP strategy and Corporate Plan.
- Provide leadership support for the RCGP Annual National Conference Programme
- Support the professional development of clinicians involved in this directorate, as key individuals within the College.

## COMMUNICATIONS AND WORKING RELATIONSHIPS

### Internally

- Chief Executive
- College Officers and key committee chairs
- Vice Chair of Council (Professional Development)
- Other Executive Directors
- Assistant Directors and Heads in line management
- Executive Assistant
- All staff within the directorate
- Assistant Directors/Heads of Department in other directorates
- Co-chair of Speciality Advisory Committee (SAC)
- Medical Directors and other key clinical roles.

### Externally

- Counterparts in other Medical Royal Colleges
- Academy of Medical Royal Colleges (AoMRC)
- General Medical Council (GMC)
- Health Education England (HEE), NHS Education Scotland (NES), Northern Ireland Medical and Dental Training Agency (NIMDTA), and Wales Deanery
- British Medical Association (BMA)
- Department of Health
- Deaneries and Local teams
- Patient Representatives
- Other stakeholder groups as appropriate.

# PERSON SPECIFICATION

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## KNOWLEDGE AND EXPERIENCE

- Experience of working at executive board level or significant experience as a Director or Assistant Director/Deputy in an organisation of comparative scale and complexity.
- Experience of working in a professional body or membership organisation.
- Experience of working in a regulatory environment.
- Significant experience of managing relationships with key stakeholders in a complex environment, including negotiating with and influencing Trustees/non-Executives and able to understand and appreciate different and opposing perspectives on an issue.
- Proven experience of the management of change within an organisation involving complex processes and highly skilled professionals.
- An understanding of delivering adult learning and assessment.
- An understanding of the UK medical landscape; awareness of the current challenges and issues for the NHS, the political arena and agendas and their impact on the RCGP.

## SKILLS AND ABILITIES

- Ability to translate vision and strategy into operational planning and measurable objectives.
- Excellent communication and networking skills, with the ability to deliver articulate and persuasive presentations to a wide variety of customers/stakeholders.
- Adapts and works effectively with a variety of situations and is comfortable dealing with ambiguity in a complex environment able to adapt an approach as the requirements of a situation change, and to change or easily accept changes according to corporate needs.
- Leads by example and gains respect from others through merit rather than status, acts with integrity and inspires trust and confidence. Ability to inspire, champion and lead collaborative working.
- Demonstrable success in senior management, leading the formulation and delivery of corporate objectives, policies and strategies, and developing and leading a high performing team.

## STYLES AND BEHAVIOURS

- High degree of personal credibility and secures trust and confidence immediately.
- Unimpeachable integrity and sound judgement.
- High level of personal drive, energy and commitment.
- Comfortable with ambiguity and uncertainty.
- Open, collaborative and responsive style.

# TERMS OF APPOINTMENT

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## SALARY

The salary for this role is c£120,000 per annum on a full-time permanent basis

## LOCATION

30 Euston Square, London NW1 2FB (minimum two days a week in the office)

## BENEFITS

**Pension scheme:** We operate a contributory pension scheme where you contribute a minimum 4% per month through salary sacrifice – the College pays 8% per month.

**Life assurance:** Life assurance is provided at six times your salary, during employment. This benefit only applies to employees who are in the pension scheme.

**Annual leave:** 27 days per annum plus bank holidays (pro rata for part time employees). You can buy five days additional annual leave and sell up to two days annual leave. This will be pro rata for part time employees.



## ADDITIONAL BENEFITS

Our people bring talent, passion, imagination and drive to our work every day – an enormous contribution that deserves to be rewarded!

We care about our people, as much as we care about our purpose, members, officers and other stakeholders. We aim to support everyone to be the best they can be and make the College a truly great place to work.

So, it makes sense that our employee policies should support the lifestyle you choose and offer a rewards and recognition programme that makes you feel valued. Please see below for the additional benefits offered as part of this role:

- **Long service award:** We give a financial award for staff achieving long service.
- **Employer supporter volunteering scheme:** Up to two paid days to volunteer (pro rata for part time employees).
- **Flexi-time:** Our flexi-time system allows you to vary your start and finish time to ensure you fulfil your contractual commitments to the College. There is also the ability to bank time to allow you to carry out personal/family commitments.
- **Special leave:** Special leave with pay includes bereavement (compassionate) leave, emergency family/time off for dependents leave, moving to a new house.
- **Occupational leave:** Maternity, paternity, adoption, parental and shared parental leave.
- **Membership of professional body fees:** If membership is relevant and appropriate to the job we will pay for one professional membership a year.
- **Study grants and loans:** Applications considered for study grants of up to £1,000 and loans of up to £3,000 for courses of study that are relevant to your role subject to budget.
- **Learning and development:** We are committed to providing opportunities for your ongoing learning and development, helping you learn and grow through a combination of formal and informal learning.
- **Employee assistance programme:** Provided by Axa Healthcare and offers an employee support helpline, information services, 24 hours a day, 365 days a year.
- **Eye care vouchers:** We contribute £25 towards eye tests and £75 towards spectacles for VDU use.
- **On-site gym:** Our London head office has a fully equipped gym that is free to use.
- **Well scheme:** Once you have passed probation we will pay up to £50 per rolling year for you to attend a course, evening class, fitness suite, or other activity which will benefit your wellbeing.
- **RCGP Plus:** Discounts on products and services from a wide variety of brands and retailers.
- **Searcys:** A 10% discount at Searcys venues.
- **Bike loan:** Cycle to work scheme interest free loan, permanent staff only.
- **Season ticket loan:** Available once you have completed your probation period.
- **Bike storage:** Large inside bike store to leave your bike dry and safe at our 30 Euston Square, London office.

# HOW TO APPLY

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To make an application, please go to <https://starfishsearch.com/jobs/rcgp-exe-dir-edu/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria set out in Part One of the person specification.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

## RECRUITMENT TIMETABLE

<b>Closing date:</b>	Monday 8th September 2025
<b>Preliminary interviews:</b>	Mid-September
<b>Final Panel interviews and opportunity for informal meetings:</b>	Early-October

