



The ROYAL  
SOCIETY of  
MEDICINE

***Associate Programme Manager (Content) – Job Description***  
***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 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 20,000 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 and online medical databases. We are home to one of the finest physical and digital medical libraries in the world. We connect those involved and interested in healthcare and, 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 key purpose of the Associate Programme Manager (Content) role is managing the successful delivery of Content 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 content 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 Content 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;
- 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
- Adhere to all RSM policies and procedures to meet legal and moral obligations in respect of Charity Commission requirements;
- To play a full part in the life of the RSM community and promote its mission, values and ethos;
- Keep up to date with changing policies and knowledge relating to healthcare and education.

## **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.

### **Organisational Values and Behaviours**

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

- a) Uphold the RSM values. Specifically treating others with RESPECT, INVESTING in people to help them develop and grow, striving to continuously IMPROVE what we do by setting ourselves and others stretching objectives and measuring outcomes, LISTENING to colleagues, customers and COLLABORATING to achieve more new ideas, DELIVERING our intentions.
- b) 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.
- c) Adhere to the Society's GDPR 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 the RSM's Code of Conduct.