



The Royal College of **Pathologists**

Pathology: the science behind the cure

September 2024

Dear Applicant,

Re: Corporate & Public Engagement Administrator – (0.5 FTE)

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a royal medical college whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

About you

The Corporate & Public Engagement team in the Communications Directorate promotes corporate interest in the College and engages future medics and scientists in careers in pathology, particularly through our awareness activities, including [National Pathology Week](#).

The main purpose of this role is to provide administrative support to the Corporate & Public Engagement Manager. This would involve booking meetings, drafting correspondence and tracking our budget. You will help to organise events and be responsible for collecting, collating, analysing and presenting feedback from them so we can introduce improvements. You will update our website, and post content on our social media channels to engage our audiences

To apply, please send a CV and completed supporting information form to recruitment@rcpath.org by **9am Monday 7 October 2024**.

Interviews currently scheduled from Tuesday 15 October 2024



If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPATH Diversity Monitoring Questionnaire](#)

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Penny Fletcher



Corporate & Public Engagement Administrator (0.5 FTE) – Communications Job description

Responsible to: Corporate & Public Engagement Manager

Working hours: Part-time, 17.5 hours per week (excluding lunch hour)

Location: The Royal College of Pathologists, 6 Alie Street, London, E1 8QT or any of the place(s) of business of the College as determined from time to time

Grade: 2

Directorate and team

The Communications directorate increases the strategic influence and reach of the College voice through influential contacts, showcasing the work of the profession to raise awareness and understanding of pathology and its contribution to the prevention, diagnosis and treatment of disease. The teams in the directorate are:

- Corporate & Public Engagement
- Editorial & digital services
- Media, public affairs and policy

The Corporate & Public Engagement team stimulates corporate interest in the College and engages future medics and scientists in careers in pathology.

Main purpose

- To provide administrative and operational support for events and activities involving corporate sponsors and kindred organisations.
- To be responsible for establishing leads with corporate contacts.,
- To arrange meetings between contacts and relevant College staff and Officers.
- To update the content on RCPATH website.



Key duties:

- To provide administrative support to the Corporate & Public Engagement Manager.
- To establish regular communications with potential and current corporate partners.
- To undertake diary management for meetings involving College staff, officers and corporate stakeholders.
- To draft a range of professional correspondence including letters and formal emails to corporate contacts.
- To create and post digital content on the College's website and social media channels to engage corporate audiences.
- To manage logistics such as equipment, room bookings and meeting papers for meetings with corporate contacts, stakeholders and/or RCPATH Fellows
- To assist in organising a range of events which includes providing logistical support including venue research, managing delegate lists, arranging transport, catering, travel and accommodation.
- To attend and take notes at events with stakeholders, both at the College and externally.
- To research opportunities to promote the College and showcase pathology, for example at pathology conferences.
- To process invoices and track expenditure against the Corporate & Public Engagement annual budget.
- To maintain corporate contacts on the College database.
- To collect, collate, analyse and present feedback forms from events, ensuring where possible, improvements are implemented.
- To be the first point of contact for a range of enquiries, representing the College in a positive and professional way.
- To upload information and resources to the College website ensuring that relevant pages are kept up to date.



General duties

- To keep abreast of relevant research and developments within own professional field.
- To undertake any other duties and responsibilities as requested which are commensurate with this role.

Additional Information

This role will require occasional evening and weekend (Saturday & Sunday) working outside of standard working hours. This will be approx. 5 days across a year. Any additional hours worked will be compensated with time off in lieu (TOIL).



Corporate and Public Engagement Administrator Person specification

Requirements	E	D
Knowledge / Qualifications / Experience		
Experience of working in an office environment	✓	
Experience of event organisation and customer service	✓	
Experience of working with or in the commercial sector		✓
Experience of editing websites using a CMS system	✓	
Skills & Abilities		
A high level of administrative, and numerical skills..	✓	
Strong written and interpersonal skills, able to confidently and concisely communicate information to a wide range of people	✓	
Excellent IT skills with emphasis on Microsoft Office (Word, Excel and Outlook)	✓	
To prioritise and organise a complex workload within agreed deadlines	✓	
Ability to work within a team to achieve results together	✓	
A logical, systematic approach to work with good attention to detail	✓	
Personal Qualities		
Flexible and adaptable	✓	
Willing to learn	✓	
Customer focused culture	✓	



Working for the Royal College of Pathologists

Competitive salary	The salary for this Grade 2 role is £16,321 per annum for 17.5 hours (£32,642.00 FTE). This also has opportunities for competence-based pay progression.
Hours	Standard working hours are 17.5 hours per week for this role.
Annual leave	25 days per annum (pro-rotta), increasing with length of service, plus Bank Holidays,
College closure days	3 additional days between Christmas and New Year.
Employee discount scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and development	The College offers learning and development opportunities for all members of staff.
Maternity pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity pay	2 weeks full pay.
Flexible working	Flexible working is supported.

Note: This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success. They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- We strive to be the best we can be.
- We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.

