



Royal College of  
Obstetricians &  
Gynaecologists

# Business Manager to Chief Executive

## Recruitment pack



# A message from our CEO

**Welcome to the Royal College of Obstetricians and Gynaecologists. It is a privilege to lead an organisation whose purpose is so clear and so vital: to improve the health and rights of women and girls, in the UK and across the world. We deliver this mission through the activities of our 19,000 global members.**

For nearly a century, the RCOG has set standards, advanced science and championed excellence in obstetrics and gynaecology. Today, as we approach our centenary and enter a new five-year strategic period, we do so with confidence, ambition and a strong foundation. Now the College is able to grow, to innovate and to extend our global impact for women and girls.

Our new strategy sets out a bold vision: to be a global force for progress in women's health, a thriving home for the O&G profession, and a powerful advocate for equity and rights. Delivering this vision will require outstanding leadership, creativity and collaboration and it will depend on having the right people, systems and resources in place to turn ambition into reality.

We recognise that by creating a culture that supports staff wellbeing and productivity, values diversity, and allows individuals to thrive, our staff become the very best they can be. You will discover that our core values of high standards, innovation, openness, inclusivity and trust are strongly embedded in our ethos and working culture.

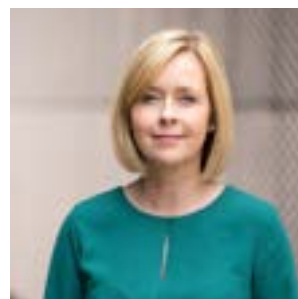
Fostering and advocating for Equality, Diversity and Inclusion (EDI) is a hugely important area of our work, and we have made a clear commitment to creating an inclusive workplace for all who work for us. We recognise the importance of being a diverse College to allow our people to be their true selves at work, where the diversity of people's backgrounds and experiences are positively valued. Our work is ongoing, and I am proud we are taking strides forward.

**The work we do really matters. Whether through setting clinical standards, educating future leaders, influencing policy or supporting our global membership, everything we do is driven by the belief that better care for women means a healthier, fairer world for everyone.**

If you are inspired by this opportunity to build your career with the College, I warmly encourage you to consider joining us at this exciting moment in our journey.

With best wishes

**Kate Lancaster**  
CEO, Royal College of Obstetricians and Gynaecologists





# What we do

**The Royal College of Obstetricians and Gynaecologists (RCOG) has been transforming women's healthcare for over 90 years.**

Founded in 1929, we deliver this mission through the expertise of our more than 18,000 Fellows and Members worldwide, half of whom are based outside the UK, and we are seen as a leader in women's healthcare both in the UK and overseas.

We work with a range of partners to improve women's healthcare across the world. We are committed to developing the accessibility and quality of education, training and assessments for doctors wishing to specialise in O&G.

→ Our five-year [strategy](#).

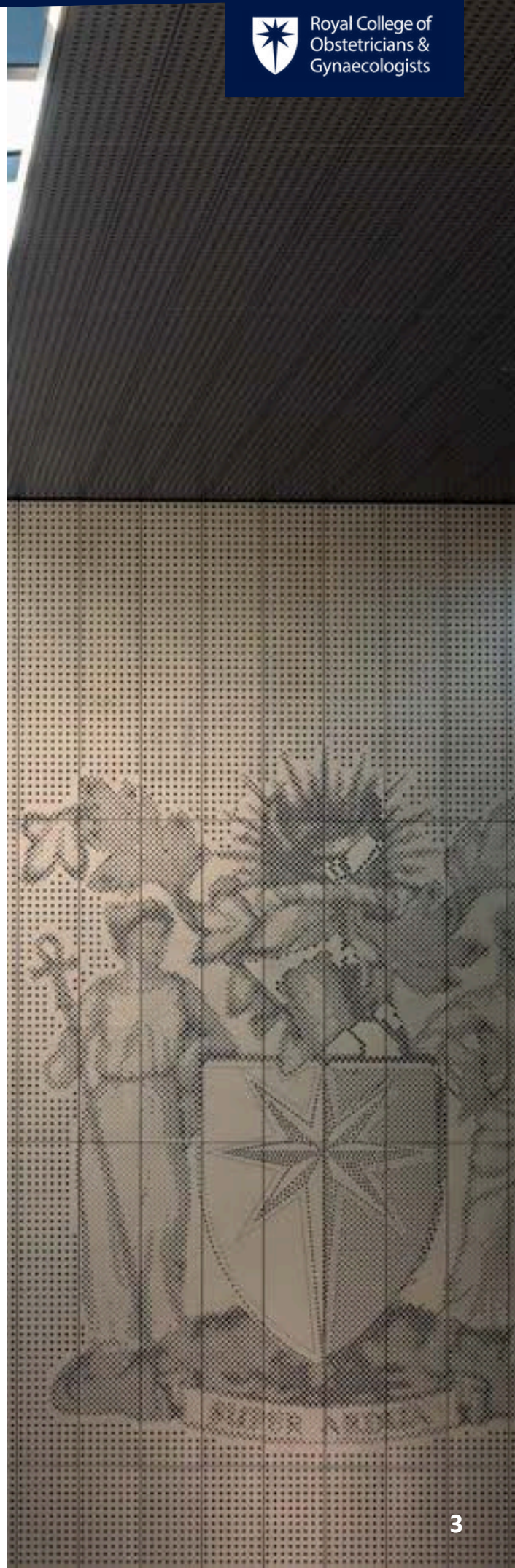
→ Our [annual reports and reviews](#)



# Our work

## We deliver our mission of improving the health of women and girls globally by:

- Setting world-class clinical standards through evidence-based guidelines that define high-quality obstetric and gynaecological care.
- Educating and training the O&G workforce via internationally respected curricula, examinations and specialist training programmes.
- Supporting lifelong learning through CPD, practical skills courses, conferences and scientific meetings.
- Driving quality improvement through audit, research and innovation that continually raises standards of care.
- Championing women-centred healthcare, ensuring women's voices and experiences shape our standards, guidance and priorities.
- Influencing health policy and systems, advising governments and public bodies on women's health and the O&G profession.
- Advocating for equity and women's rights, addressing inequalities in maternal, sexual and reproductive health.
- Strengthening a global professional community, supporting and connecting O&G clinicians across more than 125 countries.
- Advancing academic excellence, promoting research and evidence to improve outcomes for women and girls.
- Empowering women with trusted information, providing clear, accessible health information to support informed choices.



# Our values

## High standards

We have a shared commitment to producing consistently excellent quality work. We are professionals who are outcomes-driven and customer focused. We continuously look for ways to evaluate past practice and improve our ways of working. We care about the College and about achieving our shared vision to improve women's healthcare worldwide.

## Innovation

We encourage new ideas and creativity, looking at the bigger picture for ways to shape the future of women's healthcare everywhere. We value diverse perspectives and approaches and use technology and data to inform decisions. We think critically and imaginatively, seeking new and challenging opportunities to grow and deliver best value for women's health.

## Openness

We are honest and transparent about what we do, how we act and the challenges we face. We respond positively to challenging and constructive feedback, acknowledging mistakes and approaching change bravely and with an open mind. We work collaboratively, sharing important information promptly and fully.

## Inclusiveness

We work with diverse partners in the UK and across the world and we treat everyone as an individual, listening to one another's needs and preferences. We actively support each other in reaching our professional potential and do this by engaging in peer-to-peer knowledge sharing, skills development and learning. We create a positive and safe workplace free of harassment, bullying or discrimination.

## Trust

We are fully engaged in the work of the College and are empowered to take responsibility. We are encouraged to speak up if we need help and/or have concerns. We encourage a culture of mutual support, respect and trust, working every day to do what is right for the College.

# Diversity and inclusion

**We believe that diverse teams will deliver the best outcomes for women's healthcare and we strive to be an inclusive employer.**

We therefore welcome applications from candidates whose backgrounds, experience and identity enhance the diversity of our existing team. We aim to achieve a workforce that is diverse in age, disability, ethnicity, gender identity or expression, race, religious belief, sexual orientation, social background and any other forms of identity.

We are particularly encouraging applications from underrepresented groups at the College such as those from Black, Asian and minority ethnic backgrounds and those with a disability. To find out more, please see our [Equality and Diversity Policy](#).

We have an Equality, Diversity and Inclusion Committee that reports to our board alongside a working group made up of staff across RCOG including the People team and our Executive Leadership team. Both the committee and working group lead on recommendations for improvements as part of our Equality, Diversity and Inclusion Strategy and action plan. Our four, thriving diversity networks are led by employees and open to all to represent our diverse employee voices, offer peer to peer support, champion inclusion and help us mark key dates in our calendar.





## RCOG benefits

- Up to 10% employer pension contribution
- Life assurance and group income protection schemes with pension membership
- Interest-free season ticket loans
- Tailored learning and development programme
- Additional study leave and financial support toward relevant development
- 25 days annual leave, plus bank holidays and office closure from 25 December to 1 January, with additional days based on length of service
- Our approach to agile working is based on business need and employees can split their time between the office and home as needed for their roles
- Free lunch in our offices in Union Street, London
- Daily 'Wellness hour' to support staff to take breaks and focus on wellness
- Enhanced family leave and family-friendly working options
- Volunteering days
- Lifestyle discounts
- Employee assistance programme –24/7 confidential advice line and counselling
- Free eye test and flu vaccine
- Diversity networks, Mental health champions and Staff representative committee
- Free wellbeing workshops and events through Better Bankside

→ View our [Benefits brochure](#)



# Business Manager to Chief Executive

<b>Salary:</b>	circa £51,000 per annum
<b>Responsible to:</b>	Executive Director, Membership, Global and Governance
<b>Responsible for:</b>	Executive PA to CEO, Executive PA to President, PA to Vice Presidents
<b>Hours:</b>	Full time, 35 hours per week
<b>Flexibility:</b>	Hybrid working, regular office attendance required

## Purpose of the Role

The Business Manager to Chief Executive provides strategic and operational support to the Chief Executive and the wider College leadership. Reporting to the Executive Director of Membership, Global and Governance, and working closely with the President, Vice Presidents and senior leaders, the role ensures the Chief Executive is fully supported to lead the organisation effectively.

The role manages the Executive PAs, oversees planning and resourcing of priorities, and drives key projects and committees led by the Chief Executive.

Success in the role means the Chief Executive's Office operates smoothly responsively and effectively, College priorities are advanced, decisions are well-informed, communication is clear, and governance and stakeholder relationships are strengthened.

## The Directorate

The Membership, Global and Governance directorate ensures that the College is a thriving, sustainable and inclusive membership body with strong governance at its core. The Directorate includes teams working across membership, global partnerships, governance and executive support. It plays a vital role in enabling the College to deliver its mission by supporting leaders, strengthening accountability and connecting members across the world.

Within the Directorate, the Executive Support Team plays an important role in supporting the Chief Executive (CEO), President, Officers and Executive Directors. The team ensures the smooth running of high-level governance processes, including Council, Board of Trustees and committee meetings and provides high-quality PA support to senior leaders. By managing diaries, briefings, correspondence, international travel and follow-up actions, the team enables leaders to focus on strategic priorities and helps the College deliver on its mission.



# Main duties

## Chief Executive's Office

- Line manage the Executive PA to the Chief Executive, ensuring a seamless responsive and high-quality business support service, including proactive diary and inbox management for the Chief Executive
- Line manage the Executive PA to the President and the PA to Vice Presidents
- Provide proactive, high level professional advice and support to the Chief Executive
- Ensure that the Chief Executive is well prepared for meetings, by coordinating background research, documents, briefing papers, reports and travel arrangements
- Support the Chief Executive with internal and external stakeholder management at the highest level
- Oversee the design and delivery of forward-planning processes, including horizon scanning and long-term scheduling of College priorities, events and stakeholder engagement
- Ensure briefing materials and reports for the Chief Executive are of the highest quality, strategically aligned and are consistent and complementary in tone and messaging.

## Business and Operational support for the Chief Executive

- Act as the central point of contact for the Chief Executive's Office, managing and prioritising requests, agreeing timelines and ensuring clear ownership and follow-up, while maintaining effective liaison between the Chief Executive, the Executive Directors, Senior Leadership Team, President and Vice Presidents and the Board of Trustees to support alignment and the smooth running of the College's operations.
- Oversee travel planning for the Chief Executive and President and provide escalation support for complex or high-profile travel





## Business and Operational support for the Chief Executive cont../

- Manage groups and committees led by the Chief Executive, recording minutes and actions as required
- Produce and quality-assure all CEO office briefings, papers, presentations and reports are timely, accurate, strategically aligned and written in a consistent College voice
- Manage the CEO's budget
- Resolve issues on behalf of the Chief Executive where appropriate, using sound judgement, timely escalation and clear communication
- Oversee the planning and delivery of CEO-led activities such as formal dinners, workshops and stakeholder events.

## Project support for the Chief Executive

- Work with stakeholders across the organisation to plan, coordinate and deliver projects on behalf of the Chief Executive
- Lead and deliver cross-organisational projects on behalf of Chief Executive from the start to finish ensuring outcomes are achieved on time and to high standard
- Develop and maintain project plans including deadlines and dependencies to ensure effective delivery of the project
- Oversee and manage any budgets relating to the projects
- Identify and mitigate risks, ensuring solutions are introduced to keep the project on track
- Produce reports to update the Chief Executive on progress and outcomes.

## Governance Support

- Develop systems and draft policies, Standard Operating Procedures (SOPs) and records in line with the College's goals and objectives
- Ensure clear appropriate records are maintained that can readily provide current, accurate and accessible information.





## Wider collaboration

- Foster collaborative relationships with the Executive Directors to ensure alignment and timely delivery of actions and strategic priorities
- Work with the Executive Directors to identify and resolve challenges and mitigate risks before issues require the CEO involvement
- Work with and provide support to the Governance function as needed to support Council, Board of Trustees and other meetings
- Support the development of KPIs and performance measures that strengthen the effectiveness of the Executive Support Team
- Develop improvements to administrative processes and ways of working and with the Head of Governance lead the departmental team meetings
- Represent the executive support function on cross-College project groups when required
- Contribute to the overall development of the College supporting its culture and five-year strategy
- Undertake other reasonable duties that are consistent with the purpose and grade of the role.



# Person specification

## Educational requirements

### Essential criteria

- Educated to degree level or equivalent educational background or relevant knowledge gained through experience

### Desirable criteria

- Project management training or certification (e.g., PRINCE2, Agile) or equivalent experience

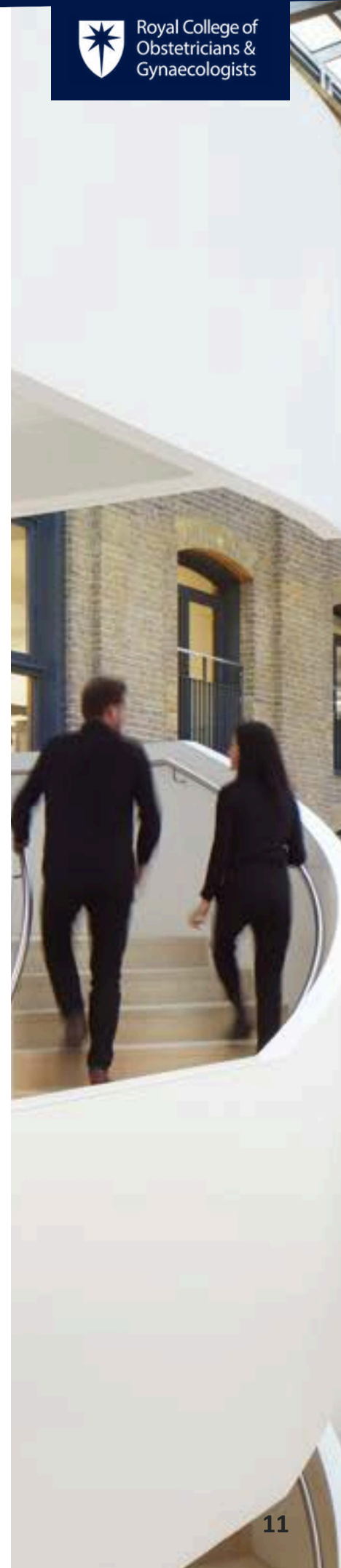
## Experience

### Essential criteria

- Management of an executive's office or an equivalent environment
- Experience of line management
- Demonstrated ability to work with internal and external stakeholders at board level
- Confident in managing processes and influencing effectively
- Proven success in establishing and maintaining positive and productive relationships at senior level within organisations
- Experience of dealing with highly confidential and sensitive information
- Proven ability to balance a varied workload with consistent urgent priorities
- Confident with governance processes and supporting boards or committees
- Proven ability in producing board-level papers and reports

### Desirable criteria

- Leading and developing a team
- Experience of working in a membership organisation, professional body or not-for-profit setting
- Practical understanding of project management processes and frameworks





## Skills and abilities

### Essential criteria

- Strong work ethic and committed to deliver at the highest standard
- Exceptional organisational skills with ability to prioritise and manage complex, changing workloads effectively
- Able to work at pace in a highly pressured environment with competing priorities
- Effective interpersonal and communication skills with the ability to build rapport and influence stakeholders at all levels
- Ability to work with versatility, meeting unexpected, very tight deadlines on occasion
- Highly competent IT skills across standard Microsoft packages
- Highly competent minute-taking and drafting skills including writing papers
- Collaborative approach with the ability to work well as part of a wider team and independently
- Skilled at producing high quality professional communications, accurate editing and proofreading
- Strong attention to detail including accuracy in written work, records and follow-up actions
- Ability to lead and motivate a team and foster a collaborative working environment
- Able to handle confidential and sensitive information with discretion and sound judgement.

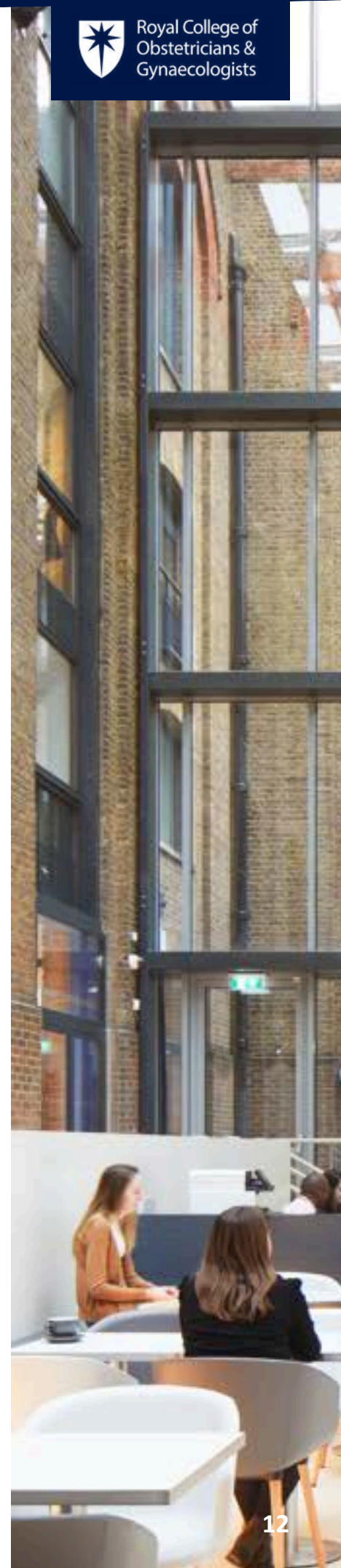
### Desirable criteria

- Political awareness and sound judgement in handling sensitive or complex issues

## Other requirements

### Essential criteria

- Supportive of the RCOG's mission to improve healthcare for women and girls worldwide, with a genuine commitment to contributing to the organisation's success and upholding its values: high standards, innovation, openness, inclusiveness and trust
- Ability to exercise sound independent judgment and knowing when to escalate issues
- Resilient and solutions-focused with the ability to navigate complex challenges constructively
- Reliable, conscientious and personable with stakeholder-centred approach
- Willingness to contribute to the broader organisational goals, participating in cross-functional projects
- Willingness to work flexibly as required to fulfil the demands of the role.





Royal College of  
Obstetricians &  
Gynaecologists

# How to apply

To apply, visit our recruitment platform, [Applied](#). Please visit our [careers website to download the full job pack](#).

We are proud to be a Disability Confident Employer under the [UK Government's Disability Confident Scheme](#).

We take positive action in employing disabled people, please let us know if you wish to declare that you have a disability. If you require any adjustments to apply for this role please contact us via [jobs@rcog.org.uk](mailto:jobs@rcog.org.uk). We are happy to support with reasonable adjustments to accommodate individual needs throughout the recruitment process.

The deadline for applications is 10.00am on Monday 20 July 2026.

We encourage candidates to apply early and reserve the right to close the advert and appoint before the closing date.

First-stage interviews are expected to take place during the week commencing 27 July 2026.

Find out more at [rcog.org.uk](http://rcog.org.uk) and [rcog-careers.org](http://rcog-careers.org).