



Royal College of
Obstetricians &
Gynaecologists

Clinical Quality Administrator

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.

Thanks to robust financial stewardship over recent years, the College is in a position of strength, 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.

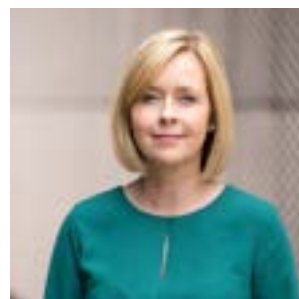
That is why the role of Executive Director of Finance and Commercial is so important. This role sits at the heart of our ability to deliver impact. It combines stewardship with ambition: safeguarding the College's financial strength, enabling growth, whilst maintaining robust financial governance and ensuring value for money. Through strong financial leadership, commercial insight and inclusive leadership of people and teams, this role will help ensure that our strategy is not just inspiring on paper, but transformative in practice.

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 the opportunity to combine strategic leadership with real purpose, and to play a defining role in shaping the future of women's health, 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 19,000 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](#)

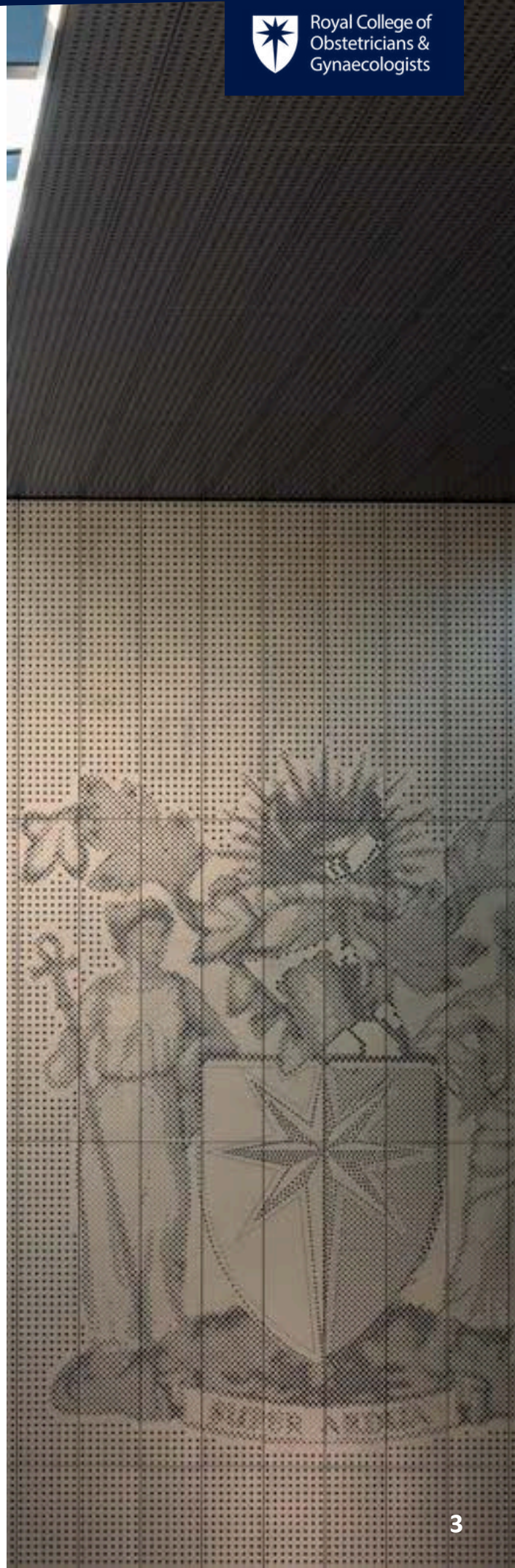




Our work

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.



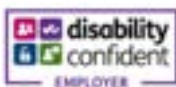
Diversity and inclusion

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 strategic 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
- Executive coaching and tailored, in-house learning 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
- 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](#)



Clinical Quality Administrator

Salary: £32,295 per year, 12 months fixed term contract

Responsible to: Head of Guidance

Hours: 35 hours per week

Flexibility: Agile and hybrid working environment

Purpose of the Role

The Clinical Quality Administrator provides high-quality administrative and coordination support to the Clinical Quality team, with dedicated support to the National Maternity and Perinatal Audit (NMPA) for one day per week. The role reports to the Head of Guidance and works closely with colleagues across Guidance, Clinical Quality and NMPA to support effective committee administration, project coordination, communication and team processes.

The role will be a mix of hybrid working, based at the RCOG offices in London with some remote working and will include occasional national travel.

The Directorate

Clinical Quality produces a range of outputs, products and services that champion and facilitate the safe care of women, girls and their babies across the UK, delivering the patient safety, evidence-based practice, quality improvement and clinical audit activities of the College.

We deliver the activities above through 3 workstream areas:

- Guidance and Quality Improvement - Commissioning, development and production of all RCOG guidance.
- Research Partnerships - manages and supports the delivery of a portfolio of externally funded clinical audit and quality improvement projects to improve the quality of women's healthcare.
- CQ Operations - The CQ Operations Team provide operational support and governance to ensure CQ runs effectively as well as planning and executing the strategy to develop CQ and ensure its sustainability

The work of the Clinical Quality team is overseen and directed by the Clinical Quality Board and Clinical Quality Assurance Group committees and also informed by the Academic Board and RCOG Research committees.

This is a unique opportunity to work with leading academics and clinicians in the field of women's health and with leading charities and national organisations taking the lead to improve the outcomes and experiences of women and girls accessing obstetrics, gynaecology and maternity care.

Through its activity Clinical Quality is at the core of the College's mission to set standards to improve women's health and the clinical practice of obstetrics and gynaecology in the British Isles and across the world, by encouraging the study, and advancing the science and practice, of obstetrics and gynaecology. This is an exciting opportunity to be part of that mission.



Main duties

Committee and meeting support

- Provide comprehensive secretariat and administrative support for key Clinical Quality committees and groups, including scheduling meetings, preparing and circulating agendas and papers, taking accurate minutes, maintaining action logs and supporting the smooth running of committee business.
- Support the Clinical Quality Assurance Group, Clinical Quality Board, Patient Safety Committee, Genomics Committee and other committees or groups as required.
- Coordinate regular meetings for the Guidance team and wider Clinical Quality directorate, ensuring papers, actions and follow-up communications are managed effectively.
- Arrange travel and accommodation for committee chairs, members and contributors where required.
- Maintain accurate records and support good governance by ensuring committee documentation is organised, accessible and up to date.

Guidance and Clinical Quality administration

- Support the Head of Guidance with the day-to-day coordination of Clinical Quality and Guidance activities, helping to ensure priorities, deadlines and team processes are managed effectively.
- Provide administrative support for guidance consultation and peer review processes, including coordinating stakeholder engagement, collating feedback, supporting approvals and managing external consultation responses.
- Manage the Clinical Effectiveness inbox by triaging enquiries, drafting responses where appropriate, maintaining enquiry logs and directing queries to the relevant colleagues.
- Support financial administration and tracking for the Guidance team and Clinical Quality, including use of the Exchequer system where required.
- Contribute to the improvement of administrative processes, project coordination methods and communications across Clinical Quality.





Recruitment, onboarding and stakeholder coordination

- Lead administrative coordination for committee recruitment and onboarding activities, including applications, assessments, interviews, inductions and communications with committee members and volunteers.
- Build and maintain effective working relationships with colleagues across Clinical Quality, wider RCOG teams, committee members, clinicians, volunteers and external stakeholders.
- Support clear and professional communications with internal and external stakeholders, ensuring enquiries and actions are followed up in a timely way.
- Handle confidential and sensitive information appropriately and in line with RCOG processes.

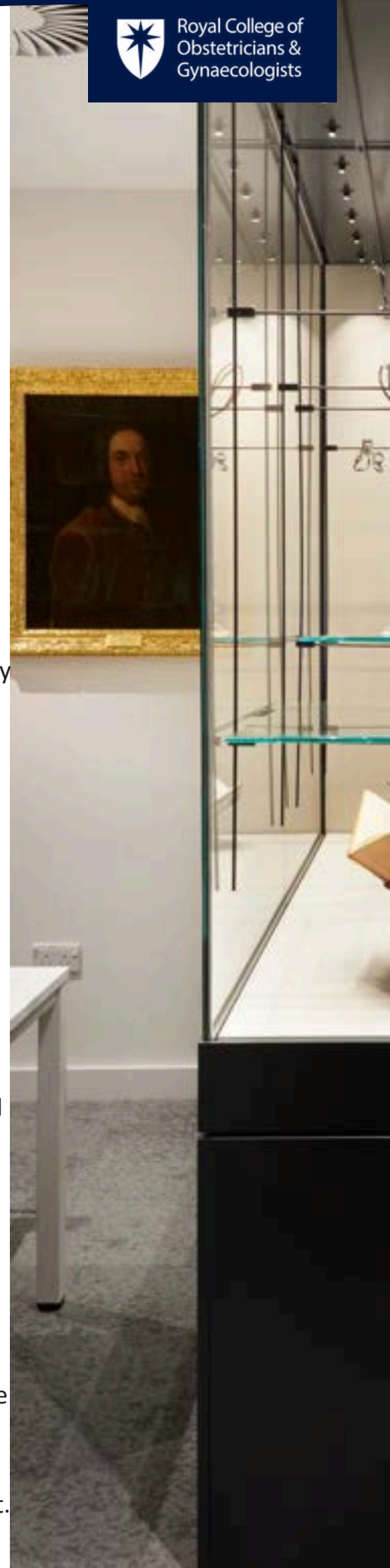
National Maternity and Perinatal Audit support

- Provide dedicated administrative support to the National Maternity and Perinatal Audit for one day per week, working closely with the NMPA Audit Lead and wider Audit team.
- Organise NMPA meetings, coordinate attendance, prepare and circulate papers, take minutes, maintain action logs and follow up outstanding actions.
- Manage the NMPA inbox by triaging enquiries, drafting responses where appropriate, maintaining enquiry logs and directing queries to relevant colleagues.
- Support the circulation of NMPA reports, newsletters, meeting papers and other communications to relevant stakeholders.
- Provide general administrative support to the NMPA Audit Lead and team, including document preparation, diary coordination and other tasks as required.

General responsibilities

- Work collaboratively with colleagues across the College and contribute positively to the wider Clinical Quality team.
- Contribute to the overall development of the College and its activities, in line with RCOG strategic and operational objectives.
- Undertake other duties compatible with the role as required by the line manager.

Note: This job description reflects the current requirements of the post. It may be reviewed and amended in consultation with the post holder to reflect changes in duties or the organisation's needs.





Person specification

Educational requirements

Desirable criteria

- Educated to A-Level standard or equivalent, or able to demonstrate relevant knowledge and experience gained through work, volunteering or other learning.

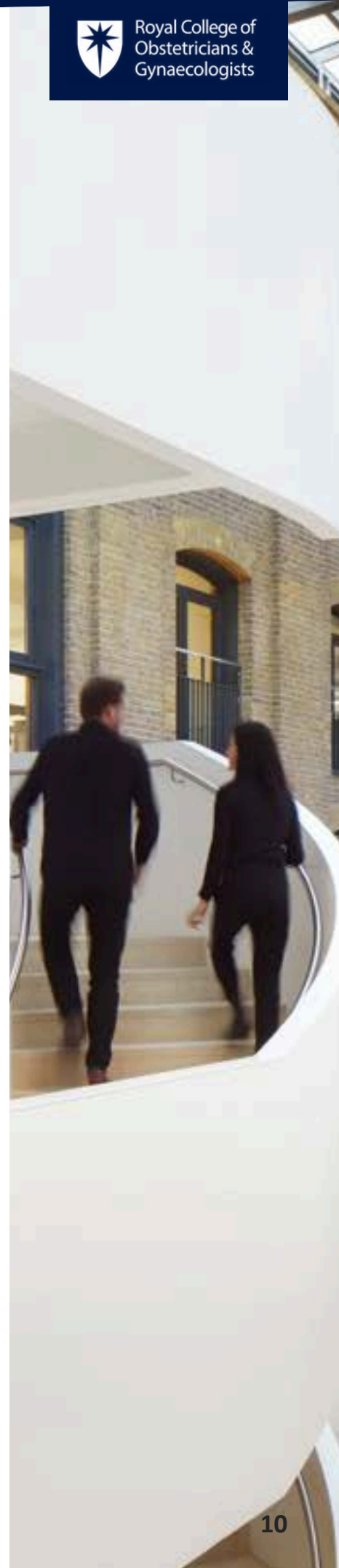
Experience

Essential criteria

- Experience of providing administrative or coordination support in a busy team or organisational setting.
- Experience of organising meetings, preparing papers, taking accurate minutes and following up actions.
- Experience of managing shared inboxes, enquiries, records or administrative processes.
- Experience of communicating with a range of internal or external stakeholders.

Desirable criteria

- Experience of working with committees, clinicians, members, volunteers or other professional stakeholders.
- Familiarity with healthcare, audit, quality improvement, guidance development or membership organisations.





Skills and abilities

Essential criteria

- Excellent written and verbal communication skills, with the ability to communicate clearly and professionally with different audiences.
- Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines.
- Excellent attention to detail, with the ability to produce accurate minutes, records and documents.
- Good IT skills, including confidence using Microsoft Outlook, Word, Excel and PowerPoint.
- Ability to work independently, use initiative and know when to seek advice or escalate issues.
- Ability to work collaboratively as part of a team and build positive working relationships.
- Ability to handle confidential and sensitive information appropriately.
- Flexible and adaptable approach to work, with a willingness to support colleagues and respond to changing priorities.

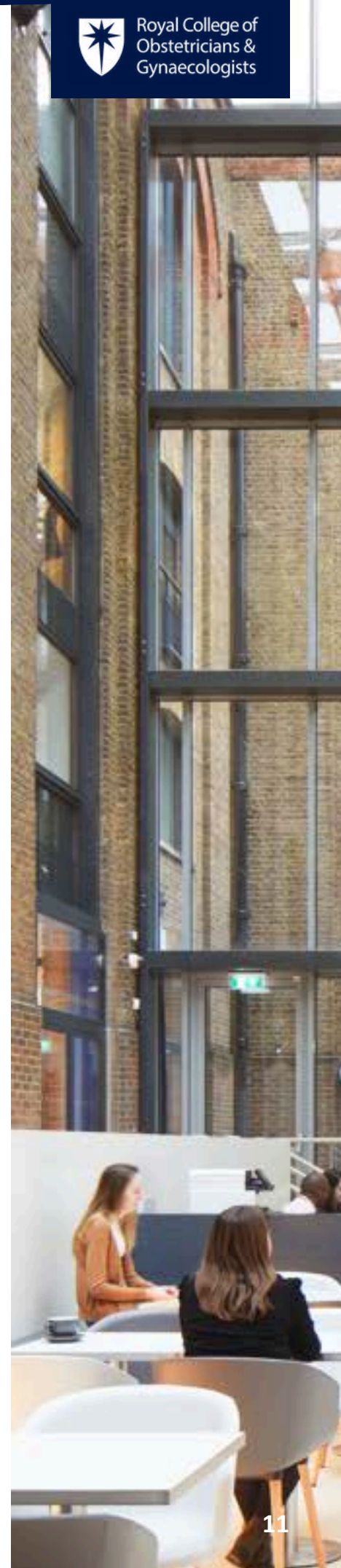
Desirable criteria

- Familiarity with financial administration systems, databases, CRM systems or similar platforms.
- Experience of maintaining action logs, trackers or structured records.

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.
- Keen interest in personal and professional development.
- Demonstrates a flexible and adaptable approach to work.
- Self-motivated, reliable and able to contribute positively to team working.





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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. 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 12 October 2026.

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

Find out more at rcog.org.uk and rcog-careers.org.