

Director of Education

Vacancy reference	EDU468
Grade	8
Location	London or Liverpool
Department	Professional Development
Reports to	Chief Professional Development Officer
Contract type	Permanent
Working hours	35 hours a week. Standard working hours between 9am and 5pm, Monday to Friday.

Working at the RCP

The Royal College of Physicians (RCP) is one of the world's leading professional membership bodies for physicians, with a history dating back to 1518 and a global membership of around 40,000 physicians, fellows and members. We support physicians throughout their careers, set and uphold high standards in medicine, and work to improve health and healthcare for patients and communities.

We work from two main sites: The Spine in Liverpool and our historic home at Regent's Park in London. We operate a hybrid working model, with most staff working flexibly and spending a minimum of 6 days a month in the office.

Our strategy for 2026–30 is focused on supporting our membership and leading our community, ensuring excellence in education and setting the highest standards, using our voice to advocate and shape the future of medicine, and building organisational resilience and responsible growth. Our values are integrity, equity, excellence, innovation and collaboration.

The purpose of your role

The Director of Education is a senior leadership role within the Professional Development business unit, accountable for the strategic leadership, quality, growth and sustainable delivery of the RCP's education and assessment portfolio. The postholder will lead a significant education function, working with clinical leaders, staff teams, members, fellows, partners and external stakeholders to deliver high-quality, relevant and financially sustainable education for physicians and other healthcare professionals in the UK and internationally.

The role is responsible for shaping a coherent, career-long education offer that supports physicians at every stage of practice, including resident doctors, SAS and locally employed doctors, consultants, clinical leaders, educators and the RCP's wider global membership. It will ensure that education activity is strategically aligned, member-focused, evidence-informed, digitally enabled, inclusive, commercially robust and grounded in the RCP's charitable purpose.

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Registered charity no 210508

Scope and scale of responsibility

- Provide senior leadership for the Education Department, including education development, delivery, assessment-related activity, digital learning, faculty development, educational consultancy and partnerships.
- Lead the strategic planning, prioritisation and performance management of the education portfolio, ensuring activity is aligned to the RCP strategy, member need, workforce priorities and financial plans.
- Hold accountability for all departmental budgets, income growth, expenditure control, risk management, quality assurance, operational delivery and business planning.
- Build and maintain productive relationships with senior officers, clinical leaders, RCP teams, commissioners of products and our wider stakeholders and delivery partners, including international partners.
- Lead and develop a professional team, setting clear expectations, supporting performance and wellbeing, and creating a culture of collaboration, accountability and continuous improvement.

How we'll measure your success

- A clear, prioritised and deliverable education strategy and operational plan are in place, aligned to the RCP strategy and supported by realistic resources, governance and performance measures.
- The education portfolio is coherent, high-quality, inclusive and relevant to physicians at all career stages, with demonstrable impact on professional development, standards and patient care.
- Education and assessment activity is delivered safely, effectively and to agreed quality, financial and operational standards.
- Income, contribution and financial sustainability are improved through disciplined portfolio management, market insight, pricing, partnership development and responsible commercial growth.
- Robust governance, quality assurance, evaluation and risk management are embedded across programmes, assessments, partnerships and digital education activity.
- Digital, blended and technology-enabled education is developed responsibly to improve reach, access, learner experience and scalability.
- Strong internal and external relationships are maintained, with the RCP represented credibly and constructively in education, assessment and workforce development discussions.
- The Education Department is well led, with clear objectives, effective performance management, good staff engagement and a culture that reflects the RCP values.
- Decisions are informed by data, learner insight, member feedback, market intelligence and evidence of educational impact.
- The postholder delivers agreed personal objectives and contributes positively to the wider leadership of the Professional Development business unit and the RCP.

What you're responsible for

Strategic leadership and organisational contribution

- Lead the development and delivery of the Education Department's strategic and operational plans, ensuring alignment with the RCP strategy, charitable purpose, member value, workforce needs and financial sustainability.
- Act as a senior leader within the Professional Development business unit, contributing to cross-organisational planning, prioritisation, governance, risk management and performance improvement.
- Work closely with the Chief Professional Development Officer, vice president for education and training and senior clinical leaders to ensure education, training, CPD and assessment priorities are clear, coherent and deliverable.
- Provide authoritative advice on medical education, assessment, professional development, digital learning and education strategy to senior colleagues, committees and external stakeholders.
- Translate strategic priorities into practical plans, clear accountabilities and measurable outcomes for teams, partners and stakeholders.

Education portfolio, quality and impact

- Lead the design, development, delivery and evaluation of a coherent, career-long education portfolio that supports physicians and healthcare professionals across the UK and internationally.
- Ensure all education activity is high quality, evidence-informed, accessible, inclusive and responsive to the needs of members, fellows, learners, employers and healthcare systems.
- Establish and maintain robust educational governance, quality assurance and evaluation processes, including clear standards for programme design, faculty development, learner experience and educational impact.
- Use data, feedback, market insight and outcome measures to review portfolio performance, inform investment decisions and improve quality, relevance and value.
- Ensure education programmes support professional standards, workforce development, leadership capability, clinical excellence and improvement in patient care.

Assessment, standards and educational governance

- Provide senior oversight of RCP assessment activity directly under the control of the RCP, ensuring it is robust, fair, credible, secure and aligned with relevant standards, regulations and partnership requirements.
- Ensure appropriate governance is in place for assessment design, delivery, examiner and faculty standards, candidate experience, academic integrity, appeals, complaints and incident management.
- Work collaboratively with relevant partners, including other medical royal colleges, academic institutions, regulators and NHS bodies, to maintain confidence in the RCP's education and assessment activity.
- Identify and manage risks relating to assessment validity, quality, fairness, delivery, data, reputation and compliance.

Commercial growth, financial stewardship and risk

- Lead financial planning and budget management for the Education Department, ensuring income, expenditure, contribution and investment decisions are actively managed.
- Develop and implement responsible UK and international growth plans, including new products, pricing approaches, consultancy opportunities, partnerships and routes to market.
- Assess the commercial viability, strategic fit, operational impact and risk profile of existing and proposed education activity.
- Balance charitable purpose, member benefit, quality, accessibility and financial sustainability when making portfolio and investment decisions.
- Maintain effective risk management, business continuity and compliance arrangements across education activity, partnerships, contracts, data, systems and delivery models.

Digital education and innovation

- Lead the modernisation of digital, online, hybrid and blended education, ensuring the RCP's offer is accessible, scalable, engaging and responsive to the needs of busy clinicians.
- Use learning technologies, data and evaluation to improve learner experience, reach, efficiency and educational outcomes.
- Explore the responsible use of innovation, AI and emerging technologies in education design, delivery, assessment support and learner engagement.
- Ensure digital education activity is developed with appropriate consideration of accessibility, inclusion, information governance, data protection, security and quality assurance.

Partnerships, stakeholder engagement and representation

- Build strategic relationships with universities, NHS organisations, royal colleges, specialist societies, international partners, commissioners, employers, clinical faculty and member networks.
- Represent the RCP credibly and effectively in meetings, committees, partnerships and external forums relating to education, training, CPD, assessment, workforce development and professional standards.
- Work collaboratively across the RCP to ensure education activity supports membership engagement, professional standards, global activity, commercial development, policy influence and organisational resilience.
- Ensure partnership arrangements are clear, well governed, financially sound and aligned with RCP values, strategy and risk appetite.

People leadership and culture

- Lead, manage and develop the Education Department, setting clear priorities, accountabilities, behaviours and performance expectations.
- Support managers and teams to work collaboratively, manage workloads, develop capability and deliver high-quality outcomes in a changing environment.
- Continue to develop and support a diverse faculty of expert volunteers to support delivery of education and assessment products and services.
- Create a positive and inclusive culture that supports staff engagement, wellbeing, continuous improvement, accountability and professional development.
- Lead teams through change with clarity, empathy and purpose, ensuring staff understand how their work contributes to the RCP strategy and member value.

- Role model the RCP values and contribute to a senior leadership culture that is honest, inclusive, disciplined, collaborative and focused on impact.

General responsibilities

- Comply with RCP policies, procedures and governance requirements, including health and safety, equality, diversity and inclusion, data protection, information security and financial controls.
- Undertake other duties that are reasonably required and commensurate with the seniority and scope of the role.

Your experience includes

Essential

- A graduate in any discipline
- Postgraduate professional qualification or development pertinent to education and assessment
- Substantial senior leadership experience in education, professional development, assessment, healthcare, membership, charity, commercial or professional body settings.
- Successful experience of leading a sizeable department, portfolio or multidisciplinary function through strategy, delivery, change and performance improvement.
- Strong understanding of postgraduate medical education, continuing professional development, assessment, professional standards or health professions education.
- Experience of developing and delivering education or professional development products, programmes or services for adult professional learners.
- Demonstrable financial leadership, including budget management, income generation, business planning, commercial analysis and resource prioritisation.
- Experience of leading quality assurance, governance, evaluation, compliance or risk management within complex programmes or services.
- Strong stakeholder management and influencing skills, including experience working with senior clinicians, committees, external partners, commissioners, academic institutions or professional networks.
- Evidence of using data, insight, learner feedback and market intelligence to inform decisions and improve performance.
- Experience of leading people and teams at a senior level, including setting direction, managing performance, developing capability and supporting staff through change.
- Excellent written and verbal communication skills, with the ability to produce clear reports, business cases, recommendations and presentations for senior audiences.
- Politically astute, credible and confident operating in a complex stakeholder environment with competing priorities.
- Commitment to equality, diversity, inclusion and accessibility in education, leadership and organisational practice.
- Educated to degree level or able to demonstrate equivalent senior-level experience relevant to the role.

Desirable

- A higher degree in education or other pertinent discipline
- A higher management qualification
- Experience of working in or with medical royal colleges, professional bodies, universities, NHS organisations, regulators or healthcare education providers.

- Experience of UK and international education markets, partnership development, consultancy or commercially sustainable education activity.
- Experience of digital learning, online education, learning platforms, blended delivery or technology-enabled education.
- Experience of assessment governance, accreditation, credentialing, academic standards or high-stakes assessment.
- Experience of developing education activity with clinical faculty, volunteers, fellows, members or other expert contributors.

Your behaviours and competencies

- Provides confident, values-led leadership at a senior level and makes sound decisions in the interests of the RCP, its members, learners and charitable purpose.
- Acts with integrity, transparency and good judgement, including when handling sensitive, confidential, complex or politically contested issues.
- Builds trust and credibility with clinical leaders, staff, partners, members, learners and external stakeholders.
- Communicates complex issues clearly and persuasively, adapting style and content for different audiences.
- Balances ambition with realism, ensuring plans are deliverable, affordable and aligned to strategic priorities.
- Creates clarity from complexity, setting direction, making trade-offs and helping teams focus on the activity that will have greatest impact.
- Works collaboratively across organisational boundaries, reducing duplication and enabling joined-up delivery.
- Promotes innovation and continuous improvement while maintaining appropriate governance, quality, risk and financial discipline.
- Champions equity, accessibility and inclusion in education design, team culture, stakeholder engagement and decision-making.
- Reflects on own performance, seeks feedback and demonstrates commitment to personal and professional development.

Key relationships

- Chief Professional Development Officer
- Vice president for education and training and other senior clinical leaders with education, standards, assessment and professional development responsibilities
- Senior leaders across the Professional Development business unit and wider RCP
- Education Department leadership team and staff
- Members, fellows, learners, clinical faculty, examiners and volunteers
- Universities, NHS organisations, royal colleges, specialist societies, regulators and professional bodies
- International, commercial, commissioning and partnership organisations

Our values

Our values guide how we work with each other, our members, our learners, our partners and the wider healthcare community. They are central to the way we lead, make decisions and deliver our strategy.

Integrity

We act with honesty, transparency and accountability in everything we do. We make decisions in the interests of the RCP's charitable purpose, our members, learners and patients, and we handle information, relationships and resources responsibly.

Equity

We value diversity and treat people with respect and fairness. We work to reduce barriers to participation, ensure our education is accessible and inclusive, and reflect the needs of the medical workforce and the patients it serves.

Excellence

We set and uphold high standards, seek evidence of impact and continuously improve the quality of our work. We are ambitious for our members, our learners, our staff and the contribution we make to health and healthcare.

Innovation

We embrace new ideas, technologies and ways of working that improve education, care and organisational effectiveness. We innovate responsibly, with attention to quality, inclusion, evidence, governance and sustainability.

Collaboration

We work together across disciplines, teams, borders and communities. We listen, share expertise, build trusted partnerships and recognise that our greatest impact comes through collective endeavour.

The RCP is committed to building an inclusive and diverse community of staff, members, volunteers and leaders. We welcome applications from people of all backgrounds and experiences and aim to ensure our recruitment processes are fair, accessible and inclusive. We particularly welcome applications from candidates who will help us reflect the diversity of the medical workforce, our membership and the communities that physicians serve. If you need any adjustments during the recruitment process, we will work with you to support your application. As an employee, volunteer or temporary contractor, you are expected to comply with all RCP data protection, information security and confidentiality policies and procedures.