

## **ROLE DESCRIPTION**

Role title: Clinical Lead for eLearning Development

Relationships: Reports to the Dean of Education

Location: 1 Wimpole Street, London W1 with remote working

## **BACKGROUND**

The Royal Society of Medicine (RSM) is a charity and membership organisation dedicated to advancing health through the education of healthcare professionals. Our specialist and general educational events, along with our learning resources, support the professional development of healthcare professionals all around the world. Through learning, collaboration and connection with each other, our members and collaborators are empowered to transform their practice and improve patient outcomes.

The RSM has a long history of delivering in-person specialist and general medical education and online learning resources. Our education programme is supported by a faculty of around 650 volunteers who together form 54 specialist Sections, with each Section covering an area of healthcare. The RSM's education programme is unique in its multi-specialty and multi-professional approach supporting healthcare professionals at all stages of their careers. Our aim is to offer a wider range of competitive eLearning resources.

To take forward the RSM's work in education, we are now looking for a volunteer member to support the Dean of Education with developing eLearning. This is an exciting opportunity to work as part of the RSM as we work towards creating a virtual learning environment, support our Sections to develop new materials and for you to contribute your skills, experience and enthusiasm.

## **OVERVIEW OF THE ROLE**

The Clinical Lead for eLearning will support the Dean of Education by supporting the development and quality assurance of eLearning resources. Drawing on their experience in clinical care and training, they will ensure that Sections and their subject matter expert speakers are supported in the eLearning development process. They will input into ensuring that educational materials are engaging, relevant, and aligned with current and future learning needs.

**Main duties of the role include:**

- Support the creation of eLearning guidelines and governance documents
- Supporting the development and design of video-on-demand content, ensuring it aligns with educational objectives and meets quality standards.
- Working closely with subject matter experts, educators, and production teams to script, record, and edit video content for asynchronous learning.
- Developing a quality assurance process for digital content, including regular audits and feedback loops. Reviewing content prior to publication.
- Staying up to date with emerging technologies and pedagogical trends in digital education to inform future development.
- Attending quarterly meetings of the Educational Programme Approval Committee (EPAC).
- Collaborating with EPAC members to oversee the eLearning strategy, including drafting agendas and preparing supporting documentation.

This is an exciting time to be working with the RSM as we embark on a series of transformational projects. The Clinical Lead for eLearning Development will play a crucial role in shaping and supporting the RSM's generation of online content.

**REQUIREMENTS OF THE ROLE****Essential**

- Primary medical or clinical degree and evidence of continued clinical training or education
- A member of the RSM, registered and in good standing with the GMC or similar regulator
- Committed to the mission, vision and values of the RSM
- Ability to work in a multidisciplinary environment with clinical and non-clinical colleagues
- Knowledge and a significant range of experience of the practical lifecycle of clinical eLearning development
- Good communication skills, with the ability to forge excellent relationships
- High levels of probity, honesty and integrity

**Desirable criteria include the following**

- Knowledge of effective approaches to eLearning
- Masters in Medical or Clinical Education

**Tenure**

The tenure of the post is two years

**Time commitment**

It is anticipated this role will require up to one session each week (half a day).

Financial aspects - Candidates should note that this is a voluntary role and there will not be any remuneration for their services to the RSM.

It is the duty of a candidate to obtain advance agreement from their employing authority that they will be given time to perform RSM duties for the wider benefit of the NHS.

However, the post holder can claim reasonable and appropriate expenses in accordance with RSM policy.

**APPLICATION AND DEADLINE**

Application is via a short CV and covering letter addressed to the Dean of Education stating why you would like this role.

**Please return applications to Professor Julia Manning, Dean of Education, at [dean@rsm.ac.uk](mailto:dean@rsm.ac.uk) by 5.00pm on February 13<sup>th</sup> 2026**

The RSM is committed to equal opportunities. Equal opportunities are provided to all applicants for roles without regard to race, religion, colour, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability or any other protected category. The Society is committed to the safeguarding and fair processing of information received from candidates applying for opportunities within it and fully complies with the spirit and regulations of the GDPR.

For a full statement about the type of data that the Society keeps about job applicants and the purposes for which it is kept, please visit our website by clicking on the following link: [Fair Processing Notice for Job Applicants | The Royal Society of Medicine](#)