The Royal College of Radiologists

Digital Learning Content Developer Candidate pack

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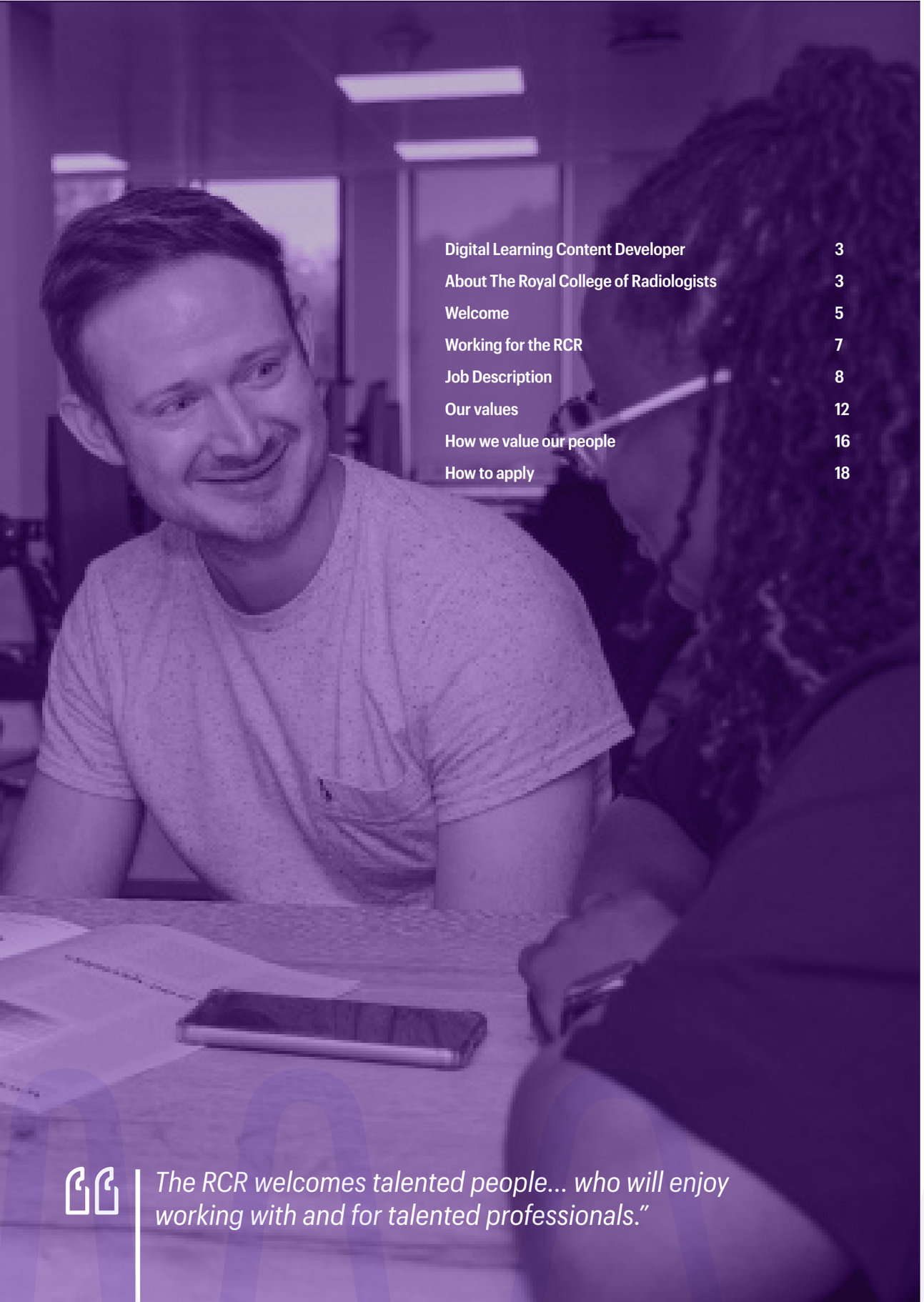

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The RCR welcomes talented people... who will enjoy working with and for talented professionals."

Digital Learning Content Developer

Salary:	£37,671 per annum, with pay progression up to £41,638 per annum within two years employment, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	Permanent
Closing date for applications:	23:59 30 November 2025
Interview date:	Shortlist interviews are scheduled for 5 December 2025 and selection interviews are scheduled for 15 December 2025.

About The Royal College of Radiologists

Are you interested in making a real difference in the healthcare sector to improve imaging and cancer care for all?

At The Royal College of Radiologists (RCR), we're the leading professional membership body for clinical radiologists and clinical oncologists and a registered charity who educate and support doctors throughout their career. With over 14,000 members in the UK and internationally, together we're contributing to the advancement of each new generation of doctors and helping to improve patients' lives.

We require a broad range of skills and experience to deliver our strategic goal of increasing the clinical radiology and clinical oncology workforce, which will ultimately lead to improving imaging and cancer care services for all.

If you're inspired by our **strategy** and **values**, and are passionate about helping us meet our ambitious goals in an environment that celebrates differences, values diversity and recognises that everyone here plays a role in the success of the College, then we encourage you to consider a career at the RCR.

Welcome

Thank you for your interest in working with the RCR. I hope that you will find the information in this Candidate Pack useful, in addition to the content on our website: www.rcr.ac.uk

The last few years at the RCR have seen much growth and development. We have improved the range and quality of the services and support offered to our membership. We have grown the external profile of the RCR's work and increased awareness of the value of our medical specialities to patients and the public. We have created life-saving guidance and expanded our work globally to many different countries. We've revised how we train and examine our doctors to ensure they continue to be the best in the world, plus much, much more. We are ambitious to continue this success and build into the future.

Our Strategic Priorities from 2019 are:

Workforce

Support excellent, safe patient care by working collaboratively on team-wide standards across imaging and oncology. Define our doctors' professional needs for the future and shape sustainable workforce models for our patients and our specialties to realise them.

Be the experts

Highlight to the public and stakeholders the contribution our specialties make to safe, evidence-based and cost-effective patient care. Contribute meaningfully to the debate on the future of healthcare both in the UK and overseas.

Professional learning

Develop our educational offer to support our doctors to meet the challenges of practice, working with others where appropriate, sharing ideas where possible. Adopt new educational models rapidly to ensure continuing equity of access to high-quality products.

Membership value

Support all members and Fellows to deliver the best care for patients, for their entire career regardless of where or how they practice.

Our College

Shape a College that is demonstrably agile and responsive, accountable and open, supporting our specialties and the patients we treat.

The RCR is growing – in what we achieve, our income and our staff. We are a great team that focuses on improving the lives of patients through our doctors. Our culture is friendly and ambitious, underpinned by a continuing commitment to develop and support all our employees.

We are a *London Living Wage Employer* (www.livingwage.org.uk) not only for our employees, but also in respect of our contractors.

The RCR welcomes talented people who share our ambition, commitment who will enjoy working with and for talented professionals.

I look forward to hearing from you.

Yours sincerely

Working for the RCR

The RCR is a membership body and a registered charity. The trustee board is mainly made up of practising clinical oncologists and clinical radiologists and is accountable to the membership at large. Each specialty has its own Faculty which agrees policy and the range of support, advice and guidance offered to doctors in the specialty. The executives of the RCR are the eight Officers (doctors) who work closely with the senior management team (the Chief Executive and Executive Directors for Communications, Education, Professional Practice and Business and Resources) supported by about 100 other employees.

The Education & Professional Practice Directorate/E-Learning Team

This is an exciting opportunity for a creative, learning-focused Digital Learning Content Developer to join the expanding Learning Team at The Royal College of Radiologists. You'll help shape and deliver high-quality digital learning resources for radiologists and clinical oncologists worldwide, collaborating with passionate colleagues and subject experts. If you are passionate about creating engaging innovative e-learning and have a curiosity for new technology and effective learning design, this is a fantastic opportunity for you. Join us to make a real impact on professional development and patient care, as we build a world-class digital learning library and support doctors at every stage of their careers.

Where the job fits

Job description

Job title:	Digital Learning Content Developer
Responsible to:	Digital Learning Manager
Responsible for:	N/A
Contract terms and hours:	Permanent, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working
Flexible working:	Employees are required to work from the office for at least 40% of their working week.

The role

Overall purpose

RCR Learning supports radiologists and clinical oncologists' professional development throughout their career – whenever and however they practice. We design, develop and deliver innovative learning products that respond to the real challenges of clinical practice. We're building a world-class digital learning library of high quality, engaging courses which meet our members' needs.

The Content Developer will work with our Learning Designers to create high-quality, interactive digital learning resources and build user-centred learning experiences. You will work in our Learning Management System (LMS) and digital learning tools (Articulate, Adobe) to build and upload learning activities and resolve technical issues. In addition to building and quality checking e-learning courses, you will will create user-centred visual assets (animations, infographics, illustrations, videos, etc) to ensure the RCR's digital learning resources are world-class.

Main areas of responsibility

a. Development and building of new online learning resources

b. Operational Management

c. Support innovation and marketing

d. General

Responsibilities

a. Development and building of new online learning resources

1. Collaborate with Learning Designers to develop, test, and quality check high-quality interactive digital learning resources.
2. Design and produce visually engaging and accessible content such as graphics, animations, branded templates and videos.
3. Build components of digital learning courses (including interactive exercises, quizzes, text, videos and other media) in Articulate and other digital learning software
4. Review materials against RCR Learning's frameworks and benchmarks.
5. Ensure materials and the learning management system (LMS) platform components meet the required standards for accessibility, copyright and data protection.
6. Publish courses onto the learning management system (LMS)
7. Perform quality assurance checks on courses and digital learning resources; including proofreading, checking links and testing interactive activities work as planned
8. Ensure all content is prepared in accordance with RCR's guidance, policies and brand.
9. Work in an agile manner across multiple projects simultaneously; ensuring they are delivered on time and on budget with any concerns escalated promptly.
10. Champion best practice in digital learning (including pedagogy, quality, accessibility and innovation)

b. Operational Management

11. Identify and implement opportunities to improve the LMS, analytics and user experience.
12. Collaborate within the team to resolve day-to-day issues impacting our ability to deliver our digital learning activities and an excellent user experience.
13. Record expenditure for delegated work streams and report any concerns regarding budgets to the Digital Learning Manager in a timely manner.
14. Support the digital learning resources audit and review cycle on an annual basis, reviewing and refreshing resources requiring an update.

c. Support innovation and marketing

15. Keep up to date with industry trends and new elearning innovations, sharing recommendations for how these might apply to the work of RCR Learning.
16. Test and evaluate new platforms/software to explore the benefits and suitability of use for RCR Learning resources.
17. Support marketing efforts by identifying trends in LMS usage and highlight features of content or individual resources which are particularly innovative or unique.

d. General

18. Support the administration of the LMS where needed, working closely with colleagues and the LMS supplier to facilitate effective online learning experiences for all users.
19. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
20. Maintain documentation on all activities carried out.
21. Undertake such other duties appropriate to the level of the postholder's qualifications and experience as may be required by the RCR from time to time.

Key working relationships

Internal working relationships

- Colleagues in the RCR Learning team, working collaboratively and sharing information to support the improvement of the RCR eLearning offer.
- The RCR Learning Governance Board members, especially the Elearning Faculty and the Leads for Clinical Radiology and Clinical Oncology.
- The wider RCR, including Membership, IT and Marketing & Digital.
- The elected Officers - providing information and updates.

External working relationships

- SMEs engaged in the development of new elearning resources.
- LMS provider and other e-learning suppliers, and relevant integrations: input into development needs and testing processes, with user experience in mind.
- Other medical royal colleges and professional bodies – exchanging experience and ideas.
- Contractors and suppliers – liaison, ensuring service delivery meets contractual requirements.

Scope and limits of authority

Decision making level	• Organise and lead on specified work streams • Priority setting for own workload
Financial resources	• Maintain and monitor records of expenditure
Other resources	• Operational responsibility for the LMS and other technical platforms relevant to RCR's elearning offer. • Shared responsibility for Learning Team resources and college equipment such as laptops, cameras, etc.
People management	• N/A
Legal, regulatory and compliance responsibility	• Ensure that all resources, communications and processes are compliant with relevant legislation such as copyright, Equality and Diversity, GDPR, as well as RCR policies.

The person

	Essential (E) or Desirable (D)
Knowledge, qualifications and experience	
Experience of applying learning design principles to develop high quality digital learning resources	E
Experience of using a range of digital-learning tools to build innovative, interactive digital learning resources (e.g. Articulate Storyline, Articulate Rise 360, Synthesia, and Canva)	E
Experience of creating innovative, engaging visual assets across a range of formats, including digital and video.	D
Proficient in using visual design software, such as the Adobe Creative Suite.	E
Knowledge of the application of relevant legislation including data protection, accessibility (e.g. WCAG), copyright and intellectual property rights.	E
Experience developing and testing interactive digital learning exercises (e.g. branching scenarios and simulations)	D
Experience developing online learning short courses and resources for mid-career professionals	D
Skills and abilities	
Accurate use and understanding of English.	E
Excellent communication skills, both written and oral.	E
Clear and analytical thinker with the ability to exercise initiative and think through issues to offer practical solutions.	E
Excellent IT capability, such as Microsoft Office applications, and database usage.	E
Proven ability to manage multiple digital learning projects simultaneously, delivering high-quality projects on time and within budget.	E
Ability to work effectively within a team, collaborating with colleagues to deliver tasks and projects on budget and on time.	E

Other Requirements

To be able to apply candidates must be able to also fulfil the following requirements:

- Candidates must have the right to work in the UK to be able to apply for positions at the RCR
- Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work
- Commitment to the aims and charitable objectives of the RCR
- Self awareness
- Enthusiasm for learning and development and taking on new tasks
- Committed to own continuing professional development.

Our values

People focus

We treat everyone fairly and with respect, actively listening and responding appropriately, while recognising individual differences.

Integrity

We are open, honest and transparent. We strive to reflect and learn from experience in every area of our work to deliver the right outcome.

Making a difference

We strive for excellence. We make a difference by setting standards and empowering our membership and our staff through personal development and lifelong learning.

We recognise that patients' best interests underpin everything we do.

Behavioural competencies

The RCR's Competency Framework defines the behavioural competencies required from all staff to contribute effectively in their role and within the wider organisational team.

Communicating effectively

The success of the College depends on how it communicates with its membership and other stakeholders. Employees need to know their audience(s) and communicate with them in a way which meets stakeholder needs and expectations as far as possible.

Working together

The College's effectiveness and reputation depends on efficient and collaborative working, both within and beyond the team. This includes all employee colleagues, Officers, other Fellows and members and often others outside the College.

Personal effectiveness

The College is most effective when employees take ownership of their work, understand the context of that work, deliver effectively to achieve required results and demonstrate a positive attitude to taking on additional responsibilities or learning new skills.

Customer focus

We should all provide excellent services to all customers but notably to the membership and staff colleagues. Focusing on those and other customers, and understanding and responding appropriately to their needs, is key to the success and sustainability of the College.

Embracing change

We must all play a part in ensuring that the offer the College makes continues to be effective and relevant in meeting customer needs. This will involve changes to what we do and how we do it. We all need to play our part in embracing change.

How we value our people

Benefits

We offer all our employees a fantastic range of benefits to help you enjoy a great work-life balance, look after your wellbeing and plan for the future.

A modern and welcoming working environment

We've made sure our office in a prime central London location is a destination people want to come and work in – it's open-plan and spacious, with areas for meetings, collaborative working and concentrated workspaces. We also have kitchen facilities well-stocked with plethora of teas and two very fancy coffee machines for everyone to use

There are lots of things going on when you come in too, including learning and development sessions with doctors talking about their work, tea and cake get-togethers, free massages monthly and monthly town hall meetings where staff can share updates and ask questions. We even have our own social committee and organise regular fun events, which are a great way for you to get to know your co-workers.

Excellent pension scheme and life assurance

We like to help our staff save for the future and provide an excellent employer pension contribution. We also have a life assurance and personal accident policy which covers all employees up to four times their annual salary.

Hybrid working

At the RCR we only hire great people, and we value being able to bring everyone together to bond, build great working relationships and generate amazing and innovative ideas.

We embrace remote working, and our staff are able to work remotely for up to 60% of their working time, with 40% in the office. All staff are provided with a laptop to allow them to work remotely, along with equipment such as desks and chairs to make sure they're comfortable when working from home. Our offices are open throughout the working week though, and staff are always welcome to come in as often as they wish.

Wellbeing support

We like to make sure everyone at the RCR is supported, both professionally and personally, so in addition to our excellent line managers and supportive HR team, we've invested in training a number of dedicated staff members passionate about mental Health as Mental Health First Aiders. We also provide an Employee Assistance Programme, that's has a 24/7 helpline so if you ever have any personal problems or concerns, there's always somewhere to turn for help and advice.

Generous annual leave allowance

Working hard is important, but taking a break matters just as much. Everyone starts with a 25-day annual leave allowance per year and that increases with service too.

Interest-free season ticket loan and cycle to work scheme

To make sure you're able to get into the office in the way that best suits you we offer all staff the option to take out an interest-free season ticket loan to help cover the cost of travelling, as well as a cycle to work scheme for those of us who like to be more active on their commute. If you do choose to cycle in, we have somewhere safe to leave your bike and showers to use if you want to freshen up before work.

Festive spirit

We know taking a break at the end of the year is important to our team. To ensure everyone gets a well-deserved rest to spend time with loved ones, we usually close our office between the Christmas and New Year period – gifting the extra days off to all staff, in addition to their usual annual leave.

Making a real difference

In addition to all the great benefits we've listed above, we believe the main reason people want to join the RCR is because you also get to go to work knowing your role has an impact on the lives of doctors and patients.

Equality and diversity

Every day, our colleagues are making a difference by helping to improve imaging and cancer care for all. This starts by having the best talent, and that is only possible with a diversity of thinking, diversity of background and experience, and diversity of skills.

Diversity means better ideas, better solutions and more innovation. It's why one of our key priorities is to ensure our workforce reflects the communities we serve.

We're committed to creating an inclusive workforce and working environment for us all to enjoy – where everyone is able to bring their whole self to work to create change and reach new heights of creativity.

You can find our equality, diversity and inclusion committment **here** as well as our equality and diversity policy **here.**

> *Great purpose, great people, great working environment and clear direction of travel."*

How to apply

The closing date for applications is 23:59 30 November 2025.

Please submit a CV and a covering letter (of no more than a page and a half) submitted as Full name, Role , CV/CL together with a completed, **Diversity Monitoring Form.**

It is important that your covering letter includes a clear statement in support of your application, which demonstrates how you meet the essential (and, where applicable, desirable) criteria described in the table entitled 'the person'.

We expect you to meet the points listed under ''other requirements'' of the Person Specification as a pre-requisite for applying for this position. However, you are not required to address these points in your written statement. We will explore them further if your application is taken to the next stage(s) of the recruitment process.

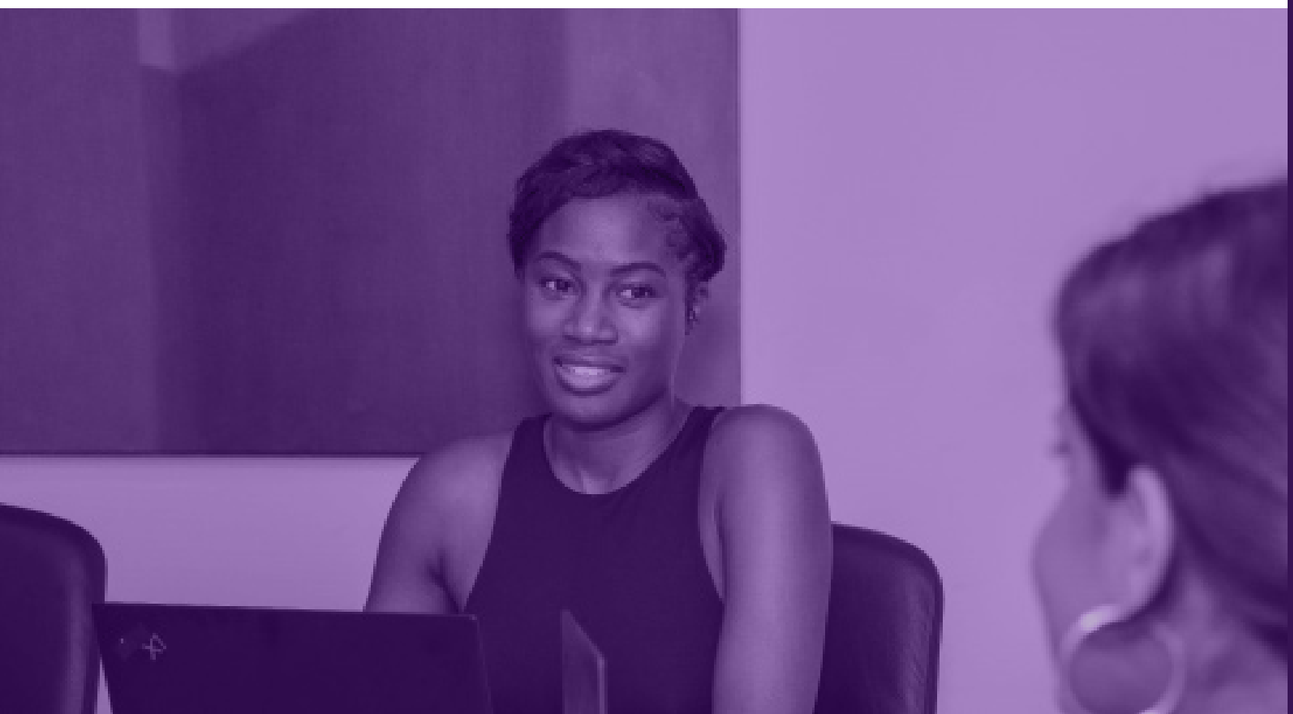
The application process is the first chance we have to assess your suitability for the role you're are applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create your application you unfortunately won't be shortlisted for the next stage of the recruitment process. We hope that you respect this request in line with our value of integrity **Values & strategy | The Royal College of Radiologists (rcr.ac.uk)**

Applications should be emailed to **jobs@rcr.ac.uk**

If you have not heard further from the RCR within a fortnight of the closing date, you should assume that you have not been shortlisted for interview on this occasion.

Shortlisted candidates will be invited to attend first stage interviews on 5 December 2025.

If you consider yourself to have a disability and require a hard copy pack or a different format, for example large print, please contact the HR team at **jobs@rcr.ac.uk**



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