

Recruitment Pack

# **Supporting emergency medicine. What's more meaningful than that?**



# What is Emergency Medicine?

At some point in our lives it's likely that, each of us will need emergency medical care. Emergency medicine is the critical service that steps in during those urgent moments, providing immediate and expert care when time is of the essence. It covers the full range of medical emergencies—whether it's a sudden illness, injury, or a mental health crisis. From a child with a high fever to a serious accident, from a heart attack at home to someone in emotional distress, emergency medicine professionals are trained to respond swiftly and effectively.

Practically, emergency medicine involves the rapid assessment and treatment of a wide spectrum of physical and mental disorders. This includes everything from trauma, broken bones, and severe infections to strokes, heart attacks, and allergic reactions. It also extends to urgent behavioural and psychological crises, such as anxiety attacks, suicidal ideation, or acute mental health disturbances. Emergency medicine professionals are equipped to handle these complex, often undifferentiated cases for patients of all ages.

The care provided isn't limited to what happens inside the emergency department. It often starts in the field, with paramedics and first responders offering critical, on-the-spot care. Once at the hospital, doctors, nurses, and specialists work together to stabilise the patient and determine the best course of treatment, whether physical or mental.

Emergency medicine is about being prepared for anything—bringing calm, knowledgeable care when it's needed most, regardless of the condition. It's a field built on readiness, skill, and the ability to address the full spectrum of human health issues, both physical and mental, when life takes an unexpected turn.

Imagine a career where you actively contribute to social change, whilst accelerating your own professional growth. A career where high performance and personal initiative go hand-in-hand with passion and purpose.

At The Royal College of Emergency Medicine, we're looking for talented professionals from all backgrounds to support our membership in their socially-critical mission.

**RCEM. Where a meaningful career is a rewarding career.**

[↗ rcem.ac.uk](https://rcem.ac.uk)



# Welcome

I am delighted to invite you to explore the rewarding opportunities available at the Royal College of Emergency Medicine (RCEM). By considering a role with us, you are not just joining an organisation but becoming part of a dynamic, mission-driven community dedicated to delivering the highest standards of patient-centred care in emergency medicine.

At RCEM, we stand alongside the exceptional professionals who deliver critical care when it matters most.

We are deeply committed to both our members and the patients they care for. Representing over 12,000 emergency medicine clinicians across the UK and beyond, we advocate for their needs, set vital clinical standards, and influence the policies that shape the future of emergency care.

Our goal is simple: to ensure every patient receives the best care when they need it most, by empowering healthcare professionals with the support and inspiration they deserve – through access to high-quality resources, support networks, and opportunities to shape the future of the specialty.

Being part of RCEM means contributing to a shared vision of excellence in emergency care.



## Gordon Miles

Chief Executive Officer of the  
Royal College of Emergency Medicine

**Our core values guide everything we do:**

- **Respect each other's experience.**

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.

- **Act with integrity, always.**

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.

- **Collaborate for growth.**

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.

- **Innovate relentlessly.**

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.

Our success is built on the passion and dedication of our people. That's why we create a working environment that prioritises well-being, promotes flexible working, and encourages continuous improvement. At RCEM, you'll find the tools, resources, and support needed to thrive – whether you are engaging with members, supporting key initiatives, or driving innovation in healthcare.

Together with our members, we are building a stronger, more resilient emergency medicine community – one that makes a real difference in people's lives.

Thank you for considering a role with us, and I look forward to welcoming you to RCEM.



The Royal College is proud to be incorporated by Royal Charter and to have Princess Anne, The Princess Royal, as our esteemed Patron.



# Working at RCEM


At The Royal College of Emergency Medicine, you're part of an ecosystem of support dedicated to caring for people in crisis. You'll join a diverse team of high-performing, passionate individuals dedicated to a mission that matters - each with the courage to try new things, take the initiative, and hold themselves accountable.

You'll craft a career with real purpose, supported either by one of our structured career paths or by bespoke training investment that reflects your unique passions and ambitions.

You'll find an organisation centred on culture and driven by the ethos of respect, integrity, collaboration and innovation that sits at the heart of our college values.

Here, we're continually striving to do things better, together. And you'll benefit from systems designed to support you to be at your best, with investment in cutting-edge technology, learning, and empowering working practices.

Whether we're engaging directly with our members or developing our crucial support functions, we're each an equally vital part of RCEM's success. It's a breath of fresh air, in service to a socially-critical mission.



RCEM. Where a  
meaningful career  
is a rewarding career.



# Testimonials



Working for an organisation which supports those working in emergency medicine to be able to deliver the best possible care for patients and improve care standards worldwide is an absolute privilege. Having that sense of purpose to make a real difference to people's health, to people's lives and to change health policy for the better is incredibly rewarding and I am very proud of the part I can play in this."

**Catherine Feast**

Director of Engagement and External Affairs



I recently joined the college, in most places I would feel like the newbie, but at RCEM I feel like part of the furniture already! Everyone has been super helpful and the college is such a welcoming and friendly environment."

**Ekram Muridi**

Finance Officer





No idea is a bad idea – RCEM values everyone’s contributions. And you can see the difference we make for the medics we support and get a firsthand look at the incredible work they do. It’s rewarding to be part of such impactful work.”

**Lee Sullivan**

Head of Training

## **Diversity, Equity and Inclusion**

At RCEM diversity, equity and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or caring responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports and celebrates our differences.



# Our College Values

## Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We acknowledge and embrace the unique experiences of others, meeting each other with dignity and humanity at all times. This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

## Collaborate for growth.

We know that teamwork and initiative are the keys to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives. This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.





---

## Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members. This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.



---

## Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation. This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learn new skills and try new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.



# Application process

We understand that interviews can be nerve-wracking, but we want you to feel comfortable and confident throughout the process. Our interview and selection process is designed to be fair, inclusive, and focused on understanding your strengths and values.

Here's what you can expect when interviewing with the Royal College of Emergency Medicine:

## CV screening



All CVs are reviewed based on the person specification detailed in the job description. To ensure fairness and objectivity, we remove personal information from CVs during the selection process. This means we're focusing solely on your skills, experience, and potential to excel in the role—nothing else.

Interview(s) depending on the role you're applying for, successful candidates will be invited for one or two interviews:



- In your interview, you'll be asked a mix of values-based, competency-based, and scenario-based questions. We want to learn about your alignment with the College's core values, your relevant skills, and how you tackle situations in emergency medicine.
- We're also here to answer any questions you have—it's a two-way conversation. Take some time to think about what's important to you regarding the role and our organisation. This is a great opportunity to gain insights into our team dynamics, projects, and future goals. Your questions will help you determine if this is the right fit for you, so don't hesitate to ask.

## Preparing for success



- **Understanding the Job Description:** We recommend reviewing the job description closely and thinking about how your unique skills and experiences align with what we're looking for.
- **Get to know us:** To get a feel for our culture, mission, and current priorities, visit our website and check out our Instagram and Twitter pages. You'll also find it helpful to explore recent news articles to see what's happening in emergency medicine and the wider healthcare community.
- **Understand our values:** Familiarise yourself with the College's values and reflect on how they resonate with you. Knowing how you can contribute to our mission will help you communicate your passion more effectively.
- **Be yourself:** Share your genuine experiences and motivations throughout your application. We value individuality and want to understand your passion for supporting emergency medicine.

## Stay connected



Follow us on our social media channels to keep up with our latest news, events, and insights into life at RCEM.

↗ Facebook  
rcollem

↗ Instagram  
rcollem

↗ LinkedIn  
/royal-college-of-emergency-medicine

↗ YouTube  
RCollEM

↗ X  
RCollEM

## Accommodations and support



We're committed to ensuring that all candidates have the best possible interview experience. If you need any adjustments or accommodations, such as additional time or specific accessibility arrangements, please let us know in advance. Our goal is to provide a welcoming and inclusive environment where you can truly showcase your abilities.

To discuss specific requirements, please contact our HR team on +44 (0) 20 7404 1999



# RCEM Benefits

RCEM is an organisation anchored in the ethos of respect, integrity, collaboration and innovation - with a friendly, hybrid working culture that rewards people who go the extra mile for members.

We are dedicated to creating a supportive workplace that enables everyone to reach their full potential. We provide a comprehensive range of benefits to help you succeed in your role and maintain a healthy work-life balance. Our benefits include but are not limited to:

## Health and Wellbeing

- » **Private Healthcare** provided by BUPA\*
- » **AXA Doctor at Hand**, powered by Doctor Care Anywhere: A private online GP service that allows you to speak with a doctor anytime, anywhere by video or phone
- » **AXA Employee Assistance Programme:** A support service that gives you someone to talk to, help you and share your worries with, to help you navigate through your problems.
- » **Enhanced Sick Pay and Maternity Leave** to ensure you have the time you need
- » Access to **Subsidised Private Dental**

## Financial Benefits

- » **Enhanced annual leave:** 25 days of holidays increasing to 30 days upon completion of 6 years' service, plus bank holidays and 4.5 college days set by the College
- » **Pension contribution:** 10% employer contributions with the employee 0%. RCEM will then match your contributions of up to 2%\*
- » **Cycle to work scheme\***
- » **DSE allowance:** Up to £120 towards a desk or chair to work from home comfortably\*\*
- » **Death in Service:** 4x your salary

\* Upon completion of probation

\*\* Permanent staff

## Work-Life Balance

- » **Hybrid and flexible working:** A minimum of 5 days per month office working
- » **Employee network groups**
- » **Regular staff socials and events**
- » **Family-friendly policies:** Actively supporting work-life integration



## Additional Benefits

- » **Access to an electric vehicle scheme** from Octopus
- » **Perkbox Gold:** Gain access to over 250 discounts on various products and services, including travel, dining, fitness, entertainment and more
- » **Extensive learning and development opportunities** including:
  - **LinkedIn learning:** Access to hundreds of online courses for your personal and professional development
  - **Leadership and Development Programme:** Aimed at fostering future leaders within the College



**Geri Lamptey**

Senior Human Resources Administrator



I really value the benefits offered by RCEM, especially the pension scheme – the College’s contribution is incredibly generous, and it’s hard to find that anywhere else! Plus, the benefits package is so broad that it has something for everyone in one way or another.”



# Thank you for considering a career with RCEM.

We look forward to receiving your application and offering you the opportunity to join our team, where you can contribute to advancing the field of emergency medicine.

## Apply now

Please submit your application through our careers page, on:

[↗ rcem.ac.uk](https://rcem.ac.uk)

## Contact us

For any questions or more information, feel free to reach out to our team at:

[↗ recruitment@rcem.ac.uk](mailto:recruitment@rcem.ac.uk)



## Typical Terms and Conditions

You should refer to your employment contract for the precise terms and conditions that will apply during your employment but typical terms could include:

- **Place of Work:** You will work from RCEM's offices at Octavia House, 54 Ayres Street, London, SE1 1EU with discretionary hybrid working offered dependent on your position.
- **Salary:** Your salary will be paid by BACs transfer on or around 20th day of each month
- **Probationary Period:** The standard probationary period is 6 months
- **Hours of Work:** RCEM's normal hours of work for full time employees are Monday to Friday (inclusive) 09.00 – 17.00 with a one-hour unpaid lunch break per day
- **Sick Pay:** Following successful completion of your probationary period you will be entitled to receive your full pay for up to 26 weeks during any period of sick leave plus a further allowance of half pay for a further 26 weeks, in any rolling period of 12 months
- **Paid Family Leave:** Subject to eligibility, you will be entitled to the following types of paid leave: statutory maternity leave; statutory paternity leave; statutory adoption leave; shared parental leave; parental leave; and parental bereavement leave
- **Training:** No compulsory training will be required at the start of your employment with RCEM but you may be asked from time to time to take part in both internal and external training courses. Any training that is required to enable you to perform your role will be provided at RCEM's expense
- **Notice Period:** Your notice period will be dependent on your role and length of employment with precise details set out in your employment contract
- **Confidentiality:** You will be required not to disclose any confidential or sensitive information in relation to RCEM which comes into your knowledge during the course of your employment
- **RCEM Property:** All documents, equipment and information belonging to RCEM that is provided to you during your employment must be returned at any time on request and in any event prior to the termination of your employment with RCEM



Royal College *of*  
Emergency Medicine

**The Royal College of Emergency Medicine**  
Octavia House  
54 Ayres Street  
London SE1 1EU

**Registered Charity Number: 1122689 Registered  
Charity Number in Scotland: SC044373**