



# Clinical Radiology Meetings Portfolio Lead Contributor candidate pack



The Royal College of Radiologists

# 01 Welcome

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It's a pleasure to welcome you as you explore the opportunity to contribute to the work of the Royal College of Radiologists. I'm delighted that you're considering joining our committed community of professionals who contribute their time, skills and experience to support our work.

At the RCR, colleagues like you are absolutely vital to the work we do. You play a key role in helping us support excellence in medical imaging, interventional radiology and cancer treatment - both now and in the future. In contributing your time, expertise, and perspective, your involvement strengthens our impact and supports the delivery of safe, high-quality patient care, which sits at the heart of everything we do.

As a Contributor, you will help us deliver the College's strategic priorities, including providing excellent standards and guidance for the workforce, delivery of high-quality professional learning, and being recognised as the experts in our fields. Your insight and involvement help ensure that our specialties continue to grow in both strength and influence.

Many of our Contributors have told us they choose to give their time because they want to make a real difference to our specialties. And by getting involved, they've also found opportunities to build lasting professional networks and stay connected with peers across the UK and beyond. The same will be true for you.

We're proud to be a college that works in partnership with its members. Our Contributors bring energy, ideas, and commitment that shape our work and our future - and we are stronger because of it.

I look forward to the opportunity to work with you.

With warm wishes,

A handwritten signature in black ink that reads "Stephen Harden". The signature is written in a cursive style and is positioned above a thin horizontal line.

**Dr Stephen Harden**

**President of The Royal College of Radiologists**

## 02 Role Summary

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Role title:	Clinical Radiology Meetings Portfolio Lead
Time Commitment:	The tenure for this role will be 3 years. Maximum of 8 days per year, [including attending courses to observe, planning, and evaluation].
Location:	London, United Kingdom (with blended/remote working depending on meetings and course activity)
Closing date for applications:	Open-ended

### Why this role exists

Clinical meetings are a core part of the Royal College of Radiologists (RCR)'s learning offer, providing radiologists with opportunities to update their knowledge, share best practice, explore innovation, and build professional networks. As the specialty continues to evolve, it is essential that these meetings remain high-quality, evidence-based, and aligned with the needs of the clinical radiology community.

The Clinical Radiology Clinical Meetings Portfolio Lead provides strategic oversight of the RCR's clinical meetings portfolio, ensuring that meetings are relevant, coherent, and responsive to developments across subspecialties. This role ensures that the portfolio reflects current best practice, supports continuing professional development, and aligns with the RCR's wider educational objectives.

### Your impact

As Portfolio Lead, you will shape the direction and quality of our Clinical Radiology meetings programme. By supporting and guiding meeting leads and subject matter experts, you will help ensure that meetings deliver consistently high standards and meaningful learning experiences.

Your leadership will directly influence the professional development of radiologists across the UK and internationally. Through your oversight of quality assurance, innovation, and feedback, you will help ensure that RCR meetings continue to support clinical excellence, collaboration, and lifelong learning across the specialty.

## 03 Key responsibilities and requirements

As Clinical Radiology Clinical Meetings Portfolio Lead, you will:

- Act as the clinical lead for the Clinical Radiology Clinical Meetings portfolio, aligned with RCR strategic objectives and professional standards
- Work with the RCR Learning team to develop and deliver the strategic direction of the meetings portfolio
- Regularly review the scope and composition of the portfolio to ensure it remains needs-based and relevant
- Identify opportunities to refresh and improve meetings through structured review processes and feedback
- Assure quality, clinical relevance, and alignment with curricula and professional frameworks across all meetings
- Review meeting evaluations and support meta-reviews to drive continuous improvement and share best practice
- Where possible, attend meetings to observe delivery first-hand
- Lead and support a team of voluntary meeting leads and subject matter experts, facilitating collaboration and consistency
- Support the RCR Learning team with recruitment of meeting leads and subject matter experts
- Contribute to wider RCR learning and development initiatives, sharing expertise across clinical disciplines
- Attend relevant meetings, including the Clinical Radiology Learning Leadership Group and portfolio strategy days
- Uphold RCR values and the Contributor Code of Conduct in all activity

Knowledge, qualifications and experience	Essential (E) or Desirable (D)
Fellow of the RCR (by examination), GMC-licensed, practising in the UK	E
Clinical background in Clinical Radiology with a strong understanding of the specialty landscape	E
Experience contributing to educational programme or meetings	D
Knowledge of best practice in medical education and learning resources	E
Leadership and organisational experience, coordinating teams or contributors	E
Experience in delivering high-quality or innovative meetings or conferences	D

Skills and abilities	
A commitment to abide by the <a href="#">Contributor Code of Conduct</a> .	E
Excellent leadership, communication and influencing skills	E
Ability to work collaboratively with clinicians, educators and professional stakeholders	E
Commitment to equality, diversity and inclusion in education	E
Strategic thinking and an ability to balance innovation with quality assurance	D

## 04 Commitment and conditions

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Contributors at the RCR play an essential role in supporting the College's strategic initiatives and shaping the direction of the College. Although our Contributor positions are undertaken on a voluntary basis, each role has optimal impact when Contributors dedicate sufficient time to fulfilling the responsibilities entrusted to them.

Most work can be carried out remotely, alongside attendance at relevant meetings and occasional in-person events. Contributors are expected to adhere to RCR policies relating to conduct, confidentiality, intellectual property, and data protection.



# 05 Support and benefits of the role

## Support provided to the role

The RCR will offer you strong support, ensuring that you are informed, feel valued, and are equipped to fulfil your role.

This includes:

- comprehensive administrative support tailored to your role, facilitated by a key RCR staff contact,
- collaboration with other Portfolio Leads and the wider RCR Learning team,
- regular engagement opportunities with RCR staff and fellow Contributors,
- RCR's Contributor Officer, providing high-level support for all Contributors,
- the [Contributor Code of Conduct](#) and [Contributor Handbook](#), which provide reassurance around our expectations of conduct and personal integrity,
- the opportunity to attend induction sessions, providing you with all relevant information to fulfil your role effectively.

## Benefits of the role



Contribute to flagship RCR events, including conferences and admission ceremonies



Influence the RCR's strategic direction



Letters of acknowledgement



Invitation to exclusive RCR recognition events



Networking with a diverse community of Fellows and experts



Opportunities to participate in global initiatives



Feature opportunities in Wave magazine



Shape the future workforce in both quality and quantity

# 06 Application process

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## How to apply

To apply, please submit:

- A short statement outlining your experience and interest (max. 150 words)
- A brief CV
- Applications can be submitted via the RCR online Contributor application form. If you have questions, please contact: [rcrlearning@rcr.ac.uk](mailto:rcrlearning@rcr.ac.uk)

## Our commitment to Equality, Diversity, and Inclusion

We are committed to actively fostering an inclusive culture at the RCR. We uphold a commitment to building a Contributor group that reflects the diversity of our global community, and therefore we actively welcome applications from individuals from under-represented groups and diverse backgrounds. We are also dedicated to making reasonable adjustments, for example, offering documents in alternative formats to accommodate neurodiversity. If you would like to discuss this further, please contact the Contributor Officer: [contributors@rcr.ac.uk](mailto:contributors@rcr.ac.uk)

## Important information for Contributors

- We encourage you to explore the [Contributor Code of Conduct](#) and [Contributor Handbook](#).
- We request that all applicants complete our [EDI Monitoring Form](#). The information you provide anonymously will help us to understand how our Contributor group represents a diverse range of experience, views and backgrounds. Please complete the form by clicking this link: [EDI Monitoring Form for Applicants to Contributor Roles](#)
- All data will be handled in accordance with our data protection policy and membership privacy notice.
- Please note that you may be required to complete a 'Declaration of conflict of interest' form.
- For more general queries about the role of an RCR Contributor, please email [contributors@rcr.ac.uk](mailto:contributors@rcr.ac.uk)



***“It’s a great network of colleagues and individuals who share similar interests in education and training.”***

***“One of the best things I do! Great group of colleagues.”***

***“An opportunity to work with some inspirational individuals & learn a lot about our specialty.”***

***“I found it interesting, personally developmental and hugely collaborative.”***

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