



Royal College of Anaesthetists

President's Office Coordinator

Directorate: Chief Executive's Office

Reports to: President's Office Manager

Grade: 5

1.1 Job purpose

The President's Office Coordinator supports the day to day running of the Executive Office, with particular responsibility to administer the College working lives of the two vice presidents, to ensure they can carry out their duties effectively.

Reporting into and working with the President's Office Manager, this role supports the President and the general Council body. There are 24 elected Council members and 12 co-opted members.

The role requires extensive stakeholder interaction with the President, Vice-Presidents, Council and Trustees, CEO and Senior Management Team (SMT), Fellows and members of the College, and organisations across the healthcare/political/education sectors, as required by the officers and Council.

1.2 Key tasks and responsibilities

President's Office Management

- Provide support to the President's Office Manager on all aspects of the management of the President's Office
- Assist with the management of the President's email and postal correspondence
- Assist with the organisation of domestic and international travel
- Ensure notes are taken and actions followed up in relation to the President's meetings with key stakeholders and influencers
- Diary and other support for the Vice-Presidents and other Council members
- Support the President's Office Manager in organising the annual strategy weekend, including attendance to take notes
- Administer the GMC Decisions Circular, ensuring that all appropriate people are aware of the content and ensure that GMC Decisions are placed on the correct Committee agendas
- Ensure Senior Officer/SMT attendance at devolved nations boards and compile College reports for the meetings

Dinner and Reception Coordination

- Coordinate all annual dinners, lunches and receptions on behalf of the President, including the President's Dinner and Annual Dinner, which includes (but is not limited to):
 - Liaising with the CEO, President and Communications Team;
 - Preparing and coordinating invitation, guest lists and seating arrangements;
 - Liaising with Facilities Team and catering;
 - Attending all dinners to meet and greet guests held both at internal and external venues

Committee Servicing (including President's Meeting)

- Act as secretary or deputy to assigned RCoA committees, working parties and projects
- Provide secretarial support to the committee and its Chair, including drafting agendas, preparing committee papers, coordinating logistical arrangements, producing minutes, fulfilling ceremonial matters, coordinating follow-up actions and managing all general correspondence and business for the committee
- Provide secretarial support to the British Journal Anaesthesia (BJA) committees including: BJA Director's Meetings, BJA Nominations committee, BJA Annual General Meeting (AGM)
- Assist the President's Office Manager in maintaining the College's committee matrix, working with officers to manage committee membership and proactively communicating with the staff body to ensure information is up to date

Other Duties

- Provide support and cover for team members, as and when required
- Contribute to the yearly operational plans for the Executive Office
- Evaluate existing processes, redesigning and implementing necessary changes
- Update web pages relevant to the Executive Office
- Ensure electronic and paper correspondence is filed/archived/destroyed in line with College policy and procedures
- Undertake any other duties that might be reasonably required by line management

1.3 Qualifications, skills, knowledge and experience

- EA or PA experience at a senior level (senior manager level or higher)
- Experience of minute taking and supporting senior level committees
- Excellent stakeholder management experience
- Proven experience of managing a varied and extensive workload
- A general understanding of governance principles
- Excellent interpersonal skills, with the ability to form good working relationships
- Excellent writing, proof-reading, grammar and spelling skills
- Proactive approach to problem solving with the ability to resolve issues and improve systems
- Intermediate level skills with Microsoft software, including Word, PowerPoint, Excel, Teams and Outlook
- Database management skills
- Educated to degree level, or equivalent work experience

Signature:

Name:

Date: