Royal College of Anaesthetists

Education Administrator

Directorate: Membership, Media and Development

Reports to: Head of Content / Director of Membership, Media and Development

Grade: 6

1.1 Job purpose

The Education Administrator will organise digital educational content to support the College's education and simulation programme. As well as oversee and support the development of the College's e-Learning platform (e-LA), podcasts and video content.

This role collaborates with the Education and Events Team to coordinate and plan event content to populate digital delivery channels, which develops and educates anaesthetists at every stage of their career.

The Education Administrator is responsible for the coordination of external room hire bookings for the Churchill House venue.

1.2 Key tasks and responsibilities

Education and Learning Content

- Develop, maintain and evaluate the College's educational resources using various media including videos, podcasts and e-learning across multiple delivery channels targeting agreed audiences
- Work with the Education and Events Team, and Education and Professional Development committee to integrate the College's education content, aiding the development of new courses and events when required
- Horizon scan for developments in medical education and e-learning, and feedback to line manager for improvements within the College
- Support the development of the College's global education activities
- Evaluate and support the College's existing face to face and digital educational resources
- Manage digital content platforms including the RCoA website, Vimeo and Audioboom to ensure employee and member usability, as well as reporting usage figures
- Work collaboratively with peers at partner organisations, funders and external stakeholders such as other Royal Colleges, higher education institutions and industry
- Work collaboratively, sharing knowledge and supporting employees, committees, faculties, directors and council members to develop and manage world class educational content
- Work with the Membership Engagement Team to drive the development and promotion of the College's education programmes to meet the needs of members
- Work collaboratively with the College's Communications Team to ensure all digital resources are promoted and marketed to the relevant audience

Simulation

- Coordinate and support the development and implementation of a simulation strategy, as well as the day-to-day work of the simulation committee
- Contribute, monitor and maintain effective plans to implement the simulation strategy

- Coordinate and maintain a list of regional simulation leads across the UK
- Provide a support network and forum for sharing good practice for simulation leads
- Provide administrative help to the Simulation Working Group and regional simulation leads
- Plan, develop and support the delivery of meetings and events for simulation leads
- Maintain relationships with external simulation stakeholders including Association for Simulated Practice in Healthcare (ASPiH) and other Royal Colleges

Coordinator of e-Learning Anaesthesia

- Work with the e-Learning anaesthesia leads and eLearning for HealthCare Team to develop and maintain monthly system usage reports
- Oversee the development, delivery and promotion of e-Learning anaesthesia
- Provide advice and support to anaesthetists and junior doctors accessing e-Learning anaesthesia, including communication, social media and end-to-end system support
- Develop proposals and ideas for furthering the use and promotion of e-Learning anaesthesia as part of the wider RCoA education programme
- Coordinate and document contractual agreements with instructional designers, as well as Intellectual Property Rights agreements with authors and editors
- Develop effective and constructive relationships with the e-Learning for Healthcare team, eIntegrity, Health Education England and eLearning managers in other institutions

Events and Other Educational Initiatives

- Take responsibility for the delivery of courses and projects within a designated portfolio
- Support and develop face to face and digital educational materials that aid the delivery of College events
- Ensure regulatory compliance of all education activities and e-learning
- Investigate, monitor and evaluate projects and events against the education strategy

Room Hire Bookings

- Provide first class customer service for any external room booking enquiries through email, on the phone and face to face
- Provide quotes and secure contracts for room hire, ensuring the maximum return for the College
- Ensure Churchill House is visible to the market and opportunities to promote services offered are used to drive increased bookings
- Liaise with the Facilities, AV and Catering Teams to ensure a smooth experience for clients

Other Duties

- Deputise for members of the Education and Events Team, as and when required
- Build excellent working relationships with relevant internal departments and employees to support the organisational strategy and departmental plans
- Support and assist the Education and Events Team members, as required
- Represent the College at external meetings (occasional travel and overnight stays outside London may be required)

1.3 Qualifications, skills, knowledge and experience

- Proven experience of successfully working in a comparable education environment
- Experience of committee servicing and administrative support
- Experience of being self-motivated, whilst successfully working under pressure on more than one project at once
- Experience of successfully marketing educational content and events
- Excellent communication skills; both verbal and written
- Ability to manage time, including being able to work to deadlines

- Excellent IT skills including Microsoft Office, databases, online content editing (video and audio), and social media platforms
- Knowledge of how to display educational content online using a variety of online tools
- Excellent attention to detail and a hardworking, organised approach
- Proven team player, who demonstrates a willingness to share information with an ability to communicate positively and effectively with colleagues

Signature: .....

Name: .....

Date: .....