

How to Apply:

If you would like to apply, please submit a CV and support letter to ltimon@rcoa.ac.uk. This should explain your motivations for applying. This is your opportunity to stand out against other candidates.

We recommend that you highlight your administrative and project support experience. Along with any experience that you have had working within small projects/groups, whether that would be in terms of project coordination or management.

If you have experience within the charity, education, health, or public sector – I would highlight that too. Explain to us why you applied to the job and why you chose the Royal College of Anaesthetists.

Job Description

Salary £22,267 p.a.

Hybrid Working – Remote / London

Fixed Term Contract (13 months), Part Time (21 hpw)

About You

We are looking for an experienced individual to join our Clinical Quality and Research Directorate. This individual will need proven project management skills and someone who understands the project lifecycle from end-to-end.

You will need to have the ability to organize events and meetings and have exceptional time-management abilities.

If you have had prior experience working within the healthcare or educational sectors, then this is a bonus!

About The Role

The purpose of this role is to coordinate the work-streams, projects, and outputs of the Centre for Perioperative Care (CPOC), including management of boards, committees, stakeholders, projects, and communication channels.

This role is dedicated to CPOC and is the main point of contact into the Centre.

Key tasks and responsibilities include (but are not limited to):

- Acting as principal lead for relevant projects and project plans.
- Act as secretary to assigned CPOC Boards / committees and its Chairperson.
- Provide support to the committee and its chairperson, including drafting agendas, preparing committee papers, coordinating logistical arrangements, taking minutes of meetings, coordinating follow-up actions, and managing all general correspondence.
- Develop good working relationships with clinical leads, committee Chairs and members, including briefing them on various issues that may arise.
- Write, prepare and deliver materials as required to support the Centre (statistics, presentation slides, web updates) and ensure relevant materials remain up to date.
- Draft strategy proposals and public documentation, proofreading and work with internal and external contacts to rectify errors.

We are ideally looking for someone with the following experience, knowledge, and skills:

- Experience of project managing a project or programme of work

- Experience of committee servicing and handling administrative work of a considerable variety and volume and prioritising successfully under pressure
- Experience of dealing professionally with a variety of internal and external stakeholders and the ability to form good working relationships at all levels.
- Excellent communication and interpersonal skills, including the ability to produce internal and external communications on complex issues in simple, jargon-free terms, with experience of document preparation and proofreading.
- Ability to balance and manage a high workload with multiple workstreams, projects, committees and tasks running simultaneously.

The Package

This is a full-time, 13-month fixed term contract with a competitive and wide range of employee benefits, such as:

- 26 days prorated to the length of contract, plus bank holiday
- Private healthcare
- Up to 12% pension contribution
- Hybrid and flexible working
- Wellbeing hour once a week
- Cycle to work and employee discounts schemes.
- Training and development opportunities
- Access to Mental Health First Aiders and Employee Assistance Programmes

About the College

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality 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 parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk