

## How to Apply

**Closing date: Tuesday 13 February 2024**

**Interviews to be held on 19 February 2024.**

Please read the role description and person specification. If you believe that you are the right person for this role, please submit a supportive letter on why you would be interested in joining our team and demonstrating any experience that would be relevant to supporting this work.

**Please send your CV and statement to Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by Tuesday 13 February 2024.**

## Job Description

**Salary £37,111 p.a.**

**Hybrid Working – Remote / London**

**Fixed Terms Contract (22 months), Full Time (35 hours)**

## About You

We are looking for an individual who has experience with project coordination to join our Clinical Quality and Research Directorate.

You are an organized and proactive professional that will drive our projects to success. Your role involves maintaining research project plans, coordinating day-to-day research project activities, and serving as a point of contact for research-related matters.

As a key player in our team, you'll manage external communications, update project documents, and ensure timely responses. If you excel in multitasking, research project coordination, and effective communication, we welcome you to contribute your skills to our dynamic environment.

Join us and be a crucial part of our success!

## About the Role

This role involves external communication and liaison with hospital departments, senior clinicians, and other key national stakeholders. You will be working closely with committee members including both clinical and lay representatives. You will have a solid working relationships with collaborators from the University of Cambridge.

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

- Maintain, update, and implement assigned project plans and timetables, regularly updating line management with progress and slippages.
- Provide day-to-day project coordination for assigned projects.
- Act as secretary, or deputy, to assigned RCoA committees or working parties.
- Coordinate and execute the RCoA research strategy, research events and activities.
- Act as a first point of contact for all assigned research projects related matters and take responsibility for responses.
- Manage external stakeholder communications for assigned projects via email, updating project documentation and newsletters.

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

- Knowledge of coordinating a designated project or programme of work and understanding of project management principles
- Knowledge of research priorities, information governance and study ethics
- Knowledge and understanding of research methodologies.
- Experience and ability to coordinate several projects concurrently using developed organisational skills.
- Experience of handling administrative work of a considerable variety and volume and prioritising successfully under pressure.
- Experience of committee servicing, including organising, minuting, and ownership of actions.

### **The Package**

This is a full-time, 22-month fixed term contract with a competitive and wide range of employee benefits, such as:

- 26 days of annual leave, 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 Programs

### **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](mailto:ltimon@rcoa.ac.uk)