**Role: Governance Manager**

**Salary: £47,112 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Permanent, Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and a brief cover letter setting out your motivation to explore this role to Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by **Tuesday 30 April 2024.**

**About You**

We are looking for an experienced governance professional to join the Governance Team at the Royal College of Anaesthetists. This is an opportunity to utilise your skills in an organisation with multifaceted governance – as a charity and membership body – working in a small, friendly team which supports the President and Officers, Board of Trustees, Council, CEO, the Executive Team and the RCoA’s boards and committees. Following a significant governance review that led to the creation of an updated Charter, Ordinances and Regulations in 2023, this is an exciting time to join the team.

To be successful in this role, you’ll prioritise the delivery of excellent governance services to ensure compliance and promote best practice. You’ll have a proactive mindset, able to identify opportunities for improvement within our governance frameworks and implement and embed changes.

You’ll be highly organised with excellent written and verbal communication skills and meticulous attention to detail, adept at managing a varied workload and confident working with stakeholders, including senior clinicians and national clinical bodies.

**About the Role**

This role is responsible for delivering a high-quality, professional, compliant, and effective governance service in key areas across the College to ensure the RCoA meets its statutory duties as a registered charity and observes best practice.

Duties will be shared equitably and flexibly with a second Governance Manager. Duties include, but are not limited to:

* Developing a detailed knowledge and understanding of the College’s governing documents, procedures, and ways of working, in order to advise Officers and colleagues on issues relating to governance and practice at the College.
* Assisting with reviews of internal governance procedures and policies, and suggest changes to working practices, ensuring continuous improvement and a high level of service.
* Providing business support to meetings of the RCoA Board of Trustees and Council, overseeing the production of the agenda, papers, presentations, and chair’s briefings, planning the cycle of business, and writing accurate minutes.
* Delivering College elections, developing and improving standards, ensuring adherence to best practice and our values with a view to enriching the democratic processes of the College
* Playing a major role in the project management and delivery of the Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM), including logistical arrangements, preparation of documentation, communications and data, liaising with external suppliers and internal stakeholders
* Leading on the development and maintenance of a governance cycle of business including an annual calendar of meetings that discharges all strategic and operational requirements in a timely and appropriate way.

**The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

* 31 days of annual leave, plus bank holiday
* Healthcare support through Benenden Health
* 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. In March 2024 we received an Inclusive Employers Bronze Accreditation in recognition of our commitment to inclusion in the workplace. 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)