



Royal College of Anaesthetists

## Education & Engagement Coordinator

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Directorate: Clinical Quality & Research

Reports to: Education & Engagement Manager (Faculties)

Grade: 5

### 1.1 Job purpose

Faculties Department Coordinator for all matters relating to educational activities (events, courses, e-Learning, and sponsoring), membership, and engagement projects. This role has responsibility for the department's e-communications (websites and social media) and design.

### 1.2 Key tasks and responsibilities

#### Events, e-Learning and Sponsorship

- Coordinate the Faculties' educational programmes in conjunction with the Clinical Content Leads and education groups/committees:
  - Manage events including creation of event programmes in liaison with Clinical Content Leads; programme design; organising and liaising speakers; leading on delegate bookings; preparing event material and managing the event on the day including supervision of colleagues
  - Assist the Education & Engagement Manager in the finalisation of events budgets and monitor income and expenditure for events, ensuring the event keeps to budget and making best use of resources
  - Coordinate the marketing of the Faculty educational programmes including liaison with external bodies, including industry
  - Develop website and social media content
  - Create and evaluate post-event feedback and determine how feedback should be used to inform future delivery of events
  - Coordinate all relationships with organisers, speakers and delegates
- Coordinate and develop Faculties e-learning resources:
  - Coordinate all aspects of the projects
  - Providing advice and support to the clinical leads including coordination of updates
  - Maintain a close relationship with eLearning for Healthcare (eLfh) and related contacts
  - Provide user support and maintain information and publicity related to the project on relevant websites and newsletters
  - Produce reports and data analysis, as required
  - Coordinate funding with the Associate Director of Faculties
- Develop and create new e-learning content and online access to events with the clinical leads from both Faculties to take forward virtual education options
- Ensure a close relationship with potential fellowship and education sponsors
- Coordinate the process for Faculties Department awards and prizes, including liaising with external partners, communications, and development

#### e-Communications and design

- To be responsible for all aspects of the Faculties' website and Twitter
  - Liaise with team members as necessary to ensure websites remains up to date
  - To maintain a close working relationship with the service provider
  - Research other websites to ensure the Faculty websites are proactive and current

- To ensure the Faculties' Twitter feeds remain active, including coordinating any social media campaign, Tweeting website news items, and retweeting our followers
- To coordinate the Dean's Digest e-newsletter, including developing a full understanding of the relevant software
- To act as brand champion for the Faculties ensuring all elements of their brands are used effectively in online and offline materials
- Produce the Faculties' member magazines, including:
  - Generate ideas for general content, articles, and design concepts
  - Create and implement timelines and liaise with editors, authors, and printers to ensure deadlines are met
  - Organise the design and layout in conjunction with the Manager
- Organise the design and layout of other documents such as flyers, information leaflets, guidance documents and other publications, including their timescales and printing
- To actively promote the Faculties to outside organisations
- Coordinate Faculties' member communications, liaising with the wider team.

### **Membership and engagement**

- Act as first port of call for all member queries and co-manage the inbox
- Administer membership applications
  - Organise application forms, regulations, and maintenance of membership database
  - Ensure applicants applying for individual categories of Fellowship and Membership meet the allocated criteria and liaise as necessary to resolve problems and issues.

### **Committee Work, Relationships and Team Working**

- Serve as secretary for all relevant Committees and working parties including preparing agendas and papers; advising on items; minute taking; developing and undertaking action points; exercising independent judgment and taking appropriate action within his/her areas of competence
- Develop a relationship with the Deans, Vice Deans Chair and Board/Committee members, including briefing them on the areas detailed above
- Support the workload of the team, including assisting with the induction of new members of staff, the introduction of Administrators to new areas of work and assisting with general matters
- Cover for the work of the Faculties Administrators and the other Faculties Coordinators, where required and deputising, where appropriate, for the Manager
- Undertake any other duties which might reasonably be required by the Associate Director of Faculties or the Manager
- Cover the work of the Faculties department, where required
- Regular liaison and cross-work with team members and other College departments.

## **1.3 Qualifications, skills, knowledge, and experience**

- Experience of handling administrative work of a considerable variety/volume and prioritising successfully under pressure
- Experience of organising long-term and complex events, which may include projects, courses or examinations
- Experience of committee administration including minute taking and report writing
- Ability to demonstrate a high level of accuracy in all written and database work
- Excellent IT Skills, including; Microsoft Word, Outlook and Excel
- Excellent interpersonal and communication skills (oral & written), including the ability to work with senior members of the organisation and external agencies with confidence

Signature: .....

Name: .....

Date: .....