

Role: Education and Engagement Coordinator (Faculties)
Salary: £18,542 p.a.
Location: Hybrid Working – Remote / London
Contract Type: Permanent, Part Time (17.5 hours, 2.5 days)

How to Apply

If you believe that you are the right person for this role, please submit your CV and Cover Letter to Leanne Timon at ltimon@rcoa.ac.uk by **Monday 27 May 2024**.

About You

We are looking for someone who has a proven track record of handling diverse administrative tasks. To be successful in this role you will have experience in coordinating long-term and intricate events this will range from projects and courses to committee management.

Additionally, you will have exceptional interpersonal and communicative skills, both verbally and written. You will be comfortable engaging with senior members of the organisation and external agencies. The successful candidate will have experience in building strong partnerships and representing the College with confidence.

About the Role:

Faculties Department Coordinator (Faculty of Pain Medicine and Faculty of Intensive Care Medicine) 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.

Duties include, but not limited to:

- Coordinating the Faculties' educational programmes in conjunction with the Clinical Content Leads and education groups/committees.
- Managing 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.
- Coordinating and developing Faculties e-learning resources.
- Managing all aspects of the Faculties' website and Twitter.
- Acting as first port of call for all member queries and co-manage the inbox.
- Serving 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.

The Package

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

- 13 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. 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