

Role: Workforce and Careers Coordinator
Salary: £18,544 p.a.
Location: Hybrid Working – Remote / London
Contract Type: Permanent, Part Time (17.5 hours)
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 **Friday 05 July 2024**.

About You

The successful candidate has proven experience in a helpdesk and/or customer service environment. Your background includes demonstrable experience in a membership organisation and/or the medical education sector.

You are skilled in report writing and have a solid track record of providing secretarial support to formal committees, including accurate and thorough minute-taking. Your expertise allows you to maintain a comprehensive working knowledge of the regulations governing the training of anaesthetists and the pathways to the General Medical Council (GMC) Register.

About the Role

The purpose of this role is to provide support and guidance to anaesthetists applying for entry to the GMC Specialist Register through the Certificate of Eligibility for Specialist Registration (CESR) route, as well as coordinating the timely review and assessment of such applications.

This role is responsible for the development and administration of a programme of initiatives aimed at encouraging a career in anaesthesia and engaging with prospective members (e.g., foundation programme trainees, undergraduate students, school leavers). In addition, providing support to SAS anaesthetists (Staff Grade, Associate Specialist and Specialty Doctor) is also a key element of this role.

Duties include but are not limited to:

- Carry out the role of Lead Administrator for the CESR process.
- Provide support and guidance to applicants and assessors on the CESR process and requirements.
- Coordinate the timely review, assessment and recommendations of all CESR applications.
- Support the development of SAS anaesthetists in areas of training, professional practice and Continuing Professional Development (CPD).
- Review the data from the College Census and membership surveys, and GMC surveys to ensure that SAS anaesthetists' concerns and interests are properly represented in the relevant forums.
- Support the development and creation of materials to promote the specialty of anaesthesia to a younger audience.
- Review, monitor and develop the programme of careers fairs and supporting materials, and report findings to the relevant advisory group.
- Provide secretarial support to allied Committees and Chairpersons, including drafting agendas, preparing papers, coordinating logistical arrangements, taking and reporting of minutes, coordinating follow-up actions and processing of all general correspondence for the Committees.
- Represent the College at stakeholder meetings relating to CESR and routes to the GMC Specialist Register.

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