



Royal College of Anaesthetists

Regional Representatives Coordinator

Directorate: Education, Training and Examinations

Reports to: Curriculum and Quality Manager

Band: B

1.1 Job purpose

The purpose of this role is to manage, coordinate and oversee the recruitment and appointment of the College's regional representatives, and to maintain an up-to-date directory on the College's website.

This role provides support and guidance to enable the College's regional representatives to effectively represent the College at a regional and local level in all aspects. As well as, organises and delivers national events to support the ongoing professional development of the College's representatives.

This involves working closely with anaesthetic trainees and more senior anaesthetists, doing so in conjunction with members of the Training Team, wider College directorates and the relevant College Officers.

1.2 Key tasks and responsibilities

RCoA Regional Representatives

- Provide support and guidance to Regional Advisers Anaesthesia (RAA), their deputies (DRAA), College Tutors (CT) and Anaesthesia Trainee Representatives (ATRG), ensuring any issues are escalated to an appropriate member of Council or Director as required
- Coordinate the appointment and re-appointment of College Representatives as detailed above, ensuring set processes are adhered to locally
- Provide regular updates for Council on matters affecting College Representatives as detailed above, as well as reciprocal information
- Coordinate the work of RAAs and lead the development of initiatives to engage with regions via regional events, in order to better understand the needs and views of members
- Coordinate the creation, editing and distribution of the State of Play newsletter in a timely manner

Event Organisation and Delivery

- In conjunction with the lead College Representatives, organise and deliver a programme of events to support the ongoing professional development of the College's representatives
- Manage and deliver the RAA meetings, New College Tutors meetings and ATRG annual meeting, drafting programmes, booking accommodation, catering and audio-visual and recording technician / facilities as required
- Undertake the associated administration required to support the delivery of events
- Direct members of the Training Team in assisting with the delivery of meetings / events
- Analyse event feedback and suggest improvements for future events
- In conjunction with the Executive Office, coordinate the programme of induction for newly appointed RAAs

Administration

- Ensure documents detailing the roles and responsibilities of College Representatives are regularly reviewed and updated
- Ensure the College Representatives section of the College website remains current
- Maintain a database of College Representatives including terms of office and accurate contact details
- Maintain accurate data in relation to Heads of the Schools of Anaesthesia and update College Council accordingly, along with College directorates as appropriate
- Ensure the trainee newsletter (GAS) is created, edited and distributed in a timely manner

Committee Support

- Provide secretarial support to the allied committee and its Chairperson, 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 committee
- Coordinate the work of the Anaesthetists in Training Committee and any related work streams

1.3 Qualifications, skills, knowledge and experience

- Experience within a similar role or extensive experience as an administrator within a similar organisation
- Demonstrable experience of delivering events
- Experience of providing secretarial support to formal committees, including minute-taking
- Ability to maintain a working knowledge of the ever-evolving healthcare landscape, particularly in relation to postgraduate medical education and training
- Excellent organisational, IT, time management and communication skills (both verbal and written)

Signature:

Name:

Date: