

**Role:** Regional Representatives Coordinator  
**Salary:** £39,646 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 Cover Letter to Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by **Friday 05 July 2024**.

### **About You**

You have previous experience of working in a membership organisation and/or the medical education sector. You will have a solid understanding of these specialised fields and can communicate effectively and professionally with a wide range of stakeholders and colleagues.

You have a solid track record of providing secretarial support to formal committees, and are experienced at minute taking and tracking deliverables, ensuring that all tasks are completed on time and to a high standard.

Your excellent organisational, IT, time management, and communication skills (both verbal and written) result in your ability to manage multiple tasks efficiently and deliver events.

### **About the Role**

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. In addition, this role 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.

Duties include but are not limited to:

- 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.
- 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.
- Ensure documents detailing the roles and responsibilities of College Representatives are regularly reviewed and updated.
- 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.

### **The Package**

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

- 26 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](mailto:ltimon@rcoa.ac.uk)