

Role: Governance Administrator
Salary: £ 33, 338 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 by **Friday 21st June 2024**.

About You

You are an experienced administrator with a strong background in similar organisations. Your expertise includes providing support to formal committees, including accurate and efficient minute-taking. You have a proven track record of managing a varied and extensive workload, excelling at prioritising tasks effectively under pressure.

Your professional demeanour enables you to engage confidently with a diverse range of internal and external stakeholders, developing strong working relationships at all levels. You have a strong attention to detail, and you possess outstanding communication skills, both written and oral. Additionally, you have excellent writing, proofreading, grammar, and spelling skills, ensuring all documentation meets the highest standards.

About the Role

The Governance Administrator plays a crucial role in supporting the governance office at the heart of the College, including general governance administration, organising and minuting meetings and providing general support for our elected Council members, Chief Executive Officer (CEO), trustees and other stakeholders.

Duties include but are not limited to:

- Support the Governance Managers and Head of Governance in planning, arranging and monitoring a schedule of meetings for the Board of Trustees, Council and other Boards and Committees.
- Support a range of board, committee and ad hoc meetings, including but not limited to the President's Meeting (ordinarily every two weeks) and Devolved Nations Boards (ordinarily four per year). Duties to include scheduling, compiling the agenda and papers as directed, collating reports, attending the meeting to take minutes or notes and capturing actions.
- Work with the EA to the President and CEO to provide support for the College's two elected Vice Presidents as required.
- Arrange dinners for Council members as required, likely up to two per year, to include managing the guest list, communications and logistics.
- Build knowledge and experience of the College's governing documents, protocols and practices, in order to provide support when required
- Provide support and cover for team members as and when required, including for the College Council and/or Board of Trustees.

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