**Role: Membership Engagement Project Coordinator**

**Salary: £ 40, 000 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Fixed Term (18 Months), 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 16 August at 5pm.**

**About You**

You are an experienced professional with experience in roles such as membership services, customer service, marketing, preferably within a professional membership organisation. Your background showcases your ability to plan and coordinate multiple workstreams simultaneously, demonstrating solid project management skills delivering value for members

We are looking for you to have a strong understanding of membership engagement activities, such as survey development, working groups, and the development or changing of membership schemes and their offerings. You have a proven track record in handling data, including sensitive information, as well as best in class customer service, and are proficient in utilising CRM systems.You have demonstratable knowledge of project planning tools and techniques.

You have excellent interpersonal and communication skills, both written and verbal.

**About the Role**

The Membership Engagement team at the College is set to deliver a series of ambitious member focussed objectives across the next two years and we are looking for an experienced coordinator to support the Head of Membership Engagement during this period. This new role will be key to delivering value for money to retain current members as well as attracting new and returning ones.

The coordinator will work closely with key stakeholder groups across the College (e.g., Council, Board of Trustees, volunteer members etc.) to deliver a raft of new and improved membership engagement activities and projects which will ensure the College’s members are fully supported throughout their careers.

Duties include, but are not limited to:

* Working with the Head of Membership Engagement to create and deliver Member engagement activities and projects.
* Coordinate and oversee daily, weekly, and monthly activities to drive progress and ensure the success of our engagement projects.
* Take the lead in identifying essential stakeholder groups for our membership engagement projects and expertly manage their involvement to ensure successful collaboration and outcomes.
* Provide administrative support to ensure the smooth running of the membership engagement projects and supporting activities.
* Build and maintain effective working relationships with stakeholder groups, external stakeholders and suppliers.
* Work in a fully compliant way with the Data Protection Act (2018), equality laws and financial statute.

**The Package**

This is a full-time, fixed term 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. Please note that the closing date is subject to change.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk