**Role: Conference and Events Assistant**

**Salary: £ 26,342 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 **5pm** on **Friday 30 August 2024.**

**Please note that the close date could be subject to change depending on the success of the recruitment process.**

We are looking for someone to join a team of professionals delivering a busy events and professional development programme that reaches thousands of anaesthetists and other medical professionals via dozens of events every year.

You will provide administrative support to the Education and Events Team, be the main point of contact for event delegates and assist with the marketing, logistics, administration and reporting of events. You will get a great start in events and professional education, and learn a huge amount in the process.

Your tasks and responsibilities will include, but are not limited to:

• **Customer Service.** Responding to email and phone queries, solving customer problems.

• **Event Administration.** Supporting event setup, documentation and equipment provision.

• **Event Marketing.** Publishing and promoting event listings, website editing and newsletters.

• **Event Logistics.** Supporting delivery, including face-to-face and virtual events.

• **Event Reporting and finances.** Collating event feedback, reporting progress against targets, and processing event expenses, amongst other things.

**You will have:**

* A strong interest in event management or professional development.
* The experience or ability to handle complex customer queries with professionalism, precision, and speed.
* Confidence organising and maintaining accurate digital records.
* Self-motivation and the ability to multi-task, prioritise, and manage your time.
* Confident and professional oral and written communication.
* IT experience, including MS Office (or related software), databases and social media.
* A proactive and constructive approach to problem-solving.
* The ability to travel occasionally for work.

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