**Role: Specialty Training Administrator**

**Salary: £ 34, 117 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 **Monday 09 September** by **5pm.**

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

**About You**

The successful candidate will have proven experience working within a helpdesk or customer service environment, where you have provided support. Your background will also include providing assistance to formal committees, with experience in minute taking.

You possess a strong ability to understand, interpret, and simplify complex information, such as regulations, ensuring clarity for all stakeholders. Maintaining a working knowledge of the regulations governing the training of anaesthetists and the routes to the GMC Register is crucial to your role.

Your ability to develop and maintain effective working relationships with a diverse range of internal and external stakeholders is one of your key strengths. Additionally, you have strong organisational skills, along with proficiency in IT and excellent communication abilities, both written and verbal.

**About the Role**

The purpose of this role is to provide support and guidance to anaesthetists throughout their training programme to the award of a Certificate of Completion of Training (CCT), as well as administering the online system for maintaining anaesthetic training records.

This involves working closely with the General Medical Council (GMC), members of the public, anaesthetic trainees, senior anaesthetists and other stakeholders. As well as, liaising with other members of the Training Team, colleagues from across the College and the relevant College Officers.

Your duties and responsibilities include, but are not limited to:

* Provide information and guidance to others or directly responding to enquiries about anaesthetic specialty training (including Acute Care Common Stem [ACCS]) and referring queries to Committees as necessary.
* Process requests and applications from trainees taking time out of the training programme, for various reasons, including calculating training completion dates on request and advising applicants and trainers on the outcomes.
* Provide first line support to users of the College’s LLP [online training portfolio]
* Provide secretarial support to allied Committees and Chairpersons, 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 Committees.

**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. Please note that the closing date is subject to change.

Applicants must reside and have the right to work in the UK. No agencies please.

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