**Role: Education and Engagement Coordinator (Faculties)**

**Salary: £ 38, 847 p.a.**

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

**Contract Type: Fixed Term (3 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](mailto:ltimon@rcoa.ac.uk) by **Wednesday 18th December 2024.**

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

**About You**

We are looking for someone who has a proven track record of handling diverse administrative tasks. To be successful in this role you will have to be able to plan and deliver events, longer term projects, manage committees and process applications for Faculty memberships.

Additionally, you will have exceptional interpersonal and communicative skills, both verbally and written. You will be comfortable engaging with senior members of the organisation and external agencies. The successful candidate will have experience in building strong partnerships and representing the College with confidence.

**About the Role:**

Faculties Department Coordinator (Faculty of Pain Medicine and Faculty of Intensive Care Medicine) for all matters relating to educational activities (events, courses, e-Learning, and sponsoring), membership, and engagement projects. This role has responsibility for the department’s e-communications (websites and social media) and design.

Duties include, but not limited to:

* Manage Membership applications or the faculties department
* Manage events including creation of event programmes in liaison with Clinical Content Leads; programme design; organising and liaising speakers; leading on delegate bookings; preparing event material and managing the event on the day including supervision of colleagues
* Coordinate the Faculties’ educational programmes in conjunction with the Clinical Content Leads and education groups/committees.
* Coordinate and develop Faculties e-learning resources.
* Update the Faculties’ website and social media.
* Act as first port of call for all member queries and co-manage the inbox.
* Serve as secretary for all relevant Committees and working parties including preparing agendas and papers; advising on items; minute taking; developing and undertaking action points; exercising independent judgment and taking appropriate action within his/her areas of competence.

**The Package**

This is a part-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 (RCoA) 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.

The Faculty of Intensive Care Medicine is the largest organisation of critical care medical professionals in the UK. The Faculty works on behalf of its members and our wider services to promote education and standards, influence and define national policy, and, most importantly, improve outcomes for our patients and their families.

The Faculty of Pain Medicine is the professional body responsible for the training, assessment, practice and continuing professional development of specialist medical practitioners in the management of pain in the UK. We support a multi-disciplinary approach to pain management informed by evidence-based practice and research.

The Faculty of Intensive Care Medicine and Faculty of Pain Medicine of the RCoA are overseen by the Faculties department, which is part of the RCoA, within which this role sits.

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.

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)