**Job Description**

**Project Coordinator (Perioperative Care)**

**Salary:** **£23,734.20 p.a.**

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

**Contract Type: Fixed Term Contract (5 months), Part Time (21 hpw)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter by **Friday 14 February at 5pm.**

Please note that the close date could be subject to change depending on the success of the recruitment process. Note: we are not using agencies for this role.

**About You**

We are looking for an experienced individual to join our Clinical Quality and Research Directorate. This individual will need proven project management skills and someone who understands the project lifecycle including reacting to challenges and prioritisation.

You will need to have the ability to organize events and meetings and have exceptional time-management abilities.

If you have had prior experience working within the healthcare or educational sectors, then this is a bonus!

**About The Role**

The purpose of this role is to coordinate the work-streams, projects, and outputs of the Centre for Perioperative Care (CPOC), including management of boards, committees, stakeholders, projects, and communication channels.

This role is dedicated to CPOC and is the main point of contact into the Centre.

Key tasks and responsibilities include (but are not limited to):

* Acting as principal lead for relevant projects and project plans.
* Provide secretariat support to the committee and its chairperson, including drafting agendas, preparing committee papers, coordinating logistical arrangements, taking minutes of meetings, coordinating follow-up actions, and managing all general correspondence.
* Develop good working relationships with clinical leads, committee Chairs and members, including briefing them on various issues that may arise.
* Write, prepare and deliver materials as required to support the Centre (statistics, presentation slides, web updates) and ensure relevant materials remain up to date.
* Draft strategy proposals and public documentation, proofreading and work with internal and external contacts to rectify errors.
* Responsibility and creativity for relevant social media and website content.

We are ideally looking for someone with the following experience, knowledge, and skills:

* Experience of project managing a project or programme of work
* Experience of committee servicing and handling administrative work of a considerable variety and volume and prioritising successfully under pressure
* Act as main port of call for queries via our inbox.
* Experience in minute taking, developing and undertaking action points.
* Experience of dealing professionally with a variety of internal and external stakeholders and the ability to form good working relationships at all levels.
* Excellent communication and interpersonal skills, including the ability to produce internal and external communications on complex issues in simple, jargon-free terms, with experience of document preparation and proofreading.
* Ability to balance and manage a high workload with multiple workstreams, projects, committees and tasks running simultaneously.

**The Package**

**This is a part-time, fixed term (5 months) position with a competitive employee benefits package, which includes (but is not limited to):**

* 7 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.