

<b>Role:</b>	Governance Manager
<b>Salary:</b>	£48,922 p.a.
<b>Location:</b>	Hybrid Working – Remote / London
<b>Contract Type:</b>	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 RCoA Careers at [careers@rcoa.ac.uk](mailto:careers@rcoa.ac.uk) by **Friday 30 January 2026**.

## About the Role

We are looking for an experienced governance professional to join our Governance Team. This is an excellent opportunity to apply and expand your skills in an organisation with a rich and multifaceted governance structure, as both a charity and a membership body. You will join a small, supportive team that works closely with the President and Officers, Board of Trustees, Council, CEO, the Executive Team, and the College's boards and committees.

Following a significant governance review and the introduction of an updated Charter, Ordinances and Regulations in 2023, this is an exciting time to play a central role in strengthening our governance frameworks.

As Governance Manager, you will deliver high-quality, professional and compliant governance services across the College, ensuring we meet our statutory duties and apply best practice consistently.

You will work collaboratively with a second Governance Manager, sharing duties equitably and flexibly. Key responsibilities include, but are not limited to:

- Developing an in-depth understanding of the College's governing documents, procedures and working practices, and advising Officers and colleagues on governance matters.
- Supporting the review and continual improvement of governance processes, procedures and policies.
- Providing comprehensive business support to the Board of Trustees, Council and Audit Committee, including agenda planning, preparation of papers and briefings, coordinating presentations, scheduling the cycle of business, and producing accurate minutes.
- Leading the delivery of College elections, ensuring they reflect best practice, uphold our values and enrich the College's democratic processes.
- Taking a major role in planning and delivering the Annual General Meeting (AGM) and Extraordinary General Meetings (EGMs), including logistics, documentation, communications, data management, and liaison with external suppliers and internal stakeholders.
- Leading on the development and ongoing maintenance of a governance cycle of business, including an annual meetings calendar that meets strategic and operational requirements.

## About You

To succeed in this role, you will be committed to delivering excellent governance services that support compliance and promote best practice across the College. You will bring a proactive, solutions-focused approach and be confident in identifying opportunities for improving governance processes and embedding positive change.

You will be highly organised, with exceptional written and verbal communication skills, strong attention to detail, and the ability to manage a varied workload. You will also be confident working with a broad range of stakeholders, including senior clinicians and national bodies.

### **The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

- 31 days of annual leave, plus bank holiday
- 1 additional paid day of leave for the purpose of celebrating your birthday
- 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 Equality, Diversity and Inclusion is a core part of our culture, so it is important to us that this is reflected in everything that we do. We welcome all individuals irrespective of age, race, sex, gender identity or expression, sexual orientation, ethnicity, religion or belief, disability, marital or civil partnership status, or parental and caring 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.

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

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