

**Role:** Recruitment and Onboarding Advisor  
**Salary:** £23,400 p.a.  
**Location:** Hybrid Working – Remote / London  
**Contract Type:** Part-time (0.6 FTE, 21 hours), Permanent

### How to Apply

If you believe that you are the right person for this role, please submit your CV and Cover Letter to [careers@rcoa.ac.uk](mailto:careers@rcoa.ac.uk) by **Friday 06 February 2026**.

Please note that the closing date is subject to change, depending on the success of the recruitment process.

### About the Role

As part of our People and Culture Team, you will play a key role in providing a comprehensive and first-class recruitment and onboarding service to the College and all prospective candidates.

This includes, being the first point of contact for managers, candidates and new starters, working with hiring managers to ensure that they are equipped with the knowledge, skills and resources to attract and recruit the best talent for their teams and ensuring the College remains competitive and attractive in the external market.

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

- Act as the first point of contact for all recruitment queries and advice
- Manage the end-to-end recruitment process for all College vacancies
- Advise hiring managers on recruitment and selection processes from role release to offer, in line with the College's Recruitment Policy, promoting EDI at all times
- Identify suitable job boards and platforms for advertising vacancies
- Manage the RCoA Careers page, ensuring it is engaging, up to date and fit for purpose
- Liaise with candidates (internal and external) and coordinate telephone, face-to-face and remote interviews and assessment days
- Manage the onboarding process, ensuring all pre-employment checks are completed efficiently and in a timely manner

### About You

You will have strong, in-house recruitment experience, having managed the full end-to-end process from role release through to onboarding. You will also have strong stakeholder management skills, with the ability to build positive working relationships at all levels, and experience administering HRIS or Recruitment Management Systems.

You will be able to work independently and proactively within a small team, demonstrating excellent organisational skills, strong attention to detail, and effective written and verbal communication. You will also have a sound understanding of HR legislation, policy and best practice, and be proficient in Microsoft 365 applications, particularly Excel, Word, PowerPoint and SharePoint / OneDrive.

### The Package

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

- 16 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 (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.

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. 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: [careers@rcoa.ac.uk](mailto:careers@rcoa.ac.uk).

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