

<b>Role:</b>	Executive Assistant to Director of MMD and Business Coordinator
<b>Salary:</b>	£40,042 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 **Tuesday 17 March 2026**.

## About the Role

We are looking for an exceptional Executive Assistant and Business Coordinator to provide high-level administrative, organisational and governance support to the Director of Membership, Media and Development (MMD) and the wider directorate.

This is a varied and impactful role at the heart of a busy, member-focused organisation. You will work closely with senior leaders, board members, committees, and cross-functional teams to support the delivery of key strategic objectives.

Key responsibilities include, but are not limited to:

- Serving as Secretary for the MMD Board; including the relevant Committees and Working Groups; primarily the Nominations Committee, Heritage and Archives Committee, Events and Professional Development Committee and other committees and short life working parties as directed and agreed by the Director
- Managing the Director's correspondence, diary and appointments, and providing administrative support, such as drafting documents and presentations
- Acting as the main administrative contact (both internally and externally) for the directorate, dealing diplomatically with all enquiries and liaising with other members of the College to ensure good communications
- End to end management of the process for College Awards, from nominations to presentations
- Supporting heritage and archives projects, including ensuring the relevant pages on the College website are kept up to date
- Supporting the directorate's contribution to the College's Annual General Meeting (AGM), working with the Governance Team

## About You

You will bring proven experience as an Executive Assistant or Business Coordinator, with strong capability in supporting senior leaders and committees. You will have excellent organisational and communication skills, the ability to manage competing priorities under pressure, and a high level of attention to detail with strong written skills.

You will be confident working both independently and collaboratively, with experience drafting formal correspondence and minutes. An understanding of GDPR, confidentiality and EDI principles is essential, along with strong MS Office skills across Word, Excel, PowerPoint and SharePoint. Experience within a membership body or medical education environment is desirable, and you will be educated to degree level or have equivalent relevant experience.

### **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
- 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.