

**Role:** Careers and Workforce Coordinator  
**Salary:** £24,480 p.a.  
**Location:** Hybrid Working – Remote / London  
**Contract Type:** Fixed Term Contract (1 Year), Part Time (21 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 20 March 2026**.

## About the Role

We are looking for a motivated and detail-driven Careers and Workforce Coordinator to join our Faculties Team, supporting both the Faculty of Intensive Care Medicine (FICM) and the Faculty of Pain Medicine (FPM).

This is a fantastic opportunity to contribute to workforce planning, recruitment, quality management and practitioner development, areas that directly influence clinical practice and patient care across the UK.

In this role, you will act as the administrative lead for all matters relating to workforce, recruitment, careers and practitioner support. You will also play a key part in coordinating quality workstreams across both Faculties.

Your work will range from data analysis and resource development to stakeholder engagement and committee support, offering variety, responsibility and the chance to work within a collaborative and supportive team.

Key responsibilities include, but are not limited to:

- Leading workforce-related projects and responding to queries across both Faculties
- Managing workforce censuses and surveys, including data preparation, analysis support and reporting
- Supporting regional workforce engagement events and producing follow-up reports
- Coordinating recruitment workstreams, including drafting person specifications, managing website content and organising Interviewers' Training Days
- Ensuring workforce developments are clearly and accurately communicated
- Leading on matters relating to Advanced Critical Care Practitioners (ACCPs), including curriculum support and Higher Education Institution (HEI) accreditation
- Serving as secretary to committees and working groups, including preparing agendas, drafting papers, providing advice, taking minutes and tracking actions

## About You

You will be an organised and detail-focused administrator with experience managing varied workloads under pressure. You will have strong experience in committee administration, including accurate minute taking, and will be confident producing high-quality written and database work.

You will also bring excellent communication and interpersonal skills, strong IT proficiency (Word, Outlook and Excel), and the ability to interpret and simplify complex information. Experience within a membership organisation or medical education environment is desirable.

### **The Package**

This is a part-time, fixed term 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 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.