**Role: Education Content Coordinator**

**Salary: £ 18, 807 p.a.**

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

**Contract Type: Permanent, 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 Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by **Tuesday 23 April 2024.**

**About You**

This is a great opportunity for someone who wants to develop a career in digital learning content and their own production and organisational skills in turn. It is an exciting time to join the College with the projects we are working on. We prioritise genuine flexible working and you will be able to work this part-time opportunity around your schedule.

We are looking for an enthusiastic Content Coordinator to help create, organise, and deliver high-quality learning and development content for the College. This role will provide you with the opportunity to develop alongside and learn from experienced team-members.

**About the Role**

You will be a core member of the College's education and professional development programme providing digital content in a variety of media, from video and podcasts to online courses and downloadable resources. You will have the opportunity to collaborate with a longstanding member of our team and to share ideas in a proactive way.

This role works within the Education and Events Team to coordinate and plan educational content for our digital channels. The role is key to the work we do to develop and educate anesthetists at every stage of their career, improving patient outcomes in turn.

Duties include, but not limited to:

* Develop, maintain and report on the College's educational resources in various media, including video, podcasts and e-learning.
* Work with the wider Education and Events Team and Education and Professional Development Committee to integrate the College's education content into our work, aiding the delivery of new courses and events when required.
* Support our anaesthetic simulation network and the delivery of new simulation content.
* Work with e-Learning Anaesthesia content leads and the eLearning for Healthcare team to develop, maintain and promote our courses, and report on their performance.

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

* Digital skills including MS Office, databases, content editing and social media
* Proven experience of working in a digital education environment
* Experience of successfully marketing and reporting on educational activities
* Ability to manage your time effectively
* Excellent communication skills and attention to detail
* Proven team-working skills and proactive approach to work
* Experience of supporting committees and organisation governance (desirable)

However, if you do not meet all of these requirements and are willing and able to learn, then apply today, it is worth an initial chat!

**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
* Private healthcare
* 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.

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