**Role: Research Project Assistant**

**Salary: £ 15, 386 p.a.**

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

**Contract Type:** **Permanent, Part Time (16 hours, 3 days)**

**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 **Friday 30 May 2025.**

Please note that the close date could be subject to change depending on the success of the recruitment process.

**About You**

The successful candidate will have experience in managing multiple administrative tasks and can prioritise their workload. They will be a confident communicator, both written and verbal, and offer high levels of customer service. You will be an organised individual who can organise meetings and can take accurate minutes.

We are looking for a proactive individual who has experience in handling confidential information with discretion. This particular individual will have excellent time management skills and can meet tight deadlines.

If this sounds like you, apply today!

**About the Role**

This role supports the efficient delivery of national healthcare research projects and other ongoing workstreams within the Research Team. This includes general administration, meeting preparation and note taking, and answering queries.

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

* Act as secretary, or deputy to all committees, sub-groups or meetings relating to assigned projects, including drafting agendas and minutes, and document management.
* Provide administrative support to all assigned research projects.
* Respond to general enquiries and act as a first point of contact for all assigned projects and other research-related matters.
* Provide high quality, day-to-day helpdesk and inbox service to research projects as required.
* Provide first line support to research project data entry web-tool users, including, capturing and logging user problems and proactively dealing with user issues.

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

* Experience of handling administrative work of a considerable variety and prioritising successfully
* Experience of supporting designated projects or programme of work
* Experience of organising meetings and note taking
* Experience in a public facing role and/or customer service
* Experience of dealing with confidential and/or sensitive data
* Proven, self-starter and team player who sets and delivers high standards
* Good communication and interpersonal skills.
* Excellent time management, including ability to work under pressure and to deadlines.

**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
* 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 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. 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: [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk)

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

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