**Role: Workforce and Careers Coordinator**

**Salary: £16, 650 p.a.**

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

**Contract Type: Fixed Term (6 Months), Part Time (17.5 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 by **Friday 01 August 2025.**

**About You**

The successful candidate has strong administrative skills and excellent attention to detail, with demonstratable administration and secretariat experience, including support to formal committees and minute-taking, alongside experience in a helpdesk and/or customer service environment.

**About the Role**

The purpose of this role is to provide comprehensive administrative support to the team responsible for delivering the College’s anaesthetics workforce and careers workstream.

This includes providing administrative support and guidance to anaesthetists applying for entry to the General Medical Council (GMC) Specialist Register through the Portfolio Pathway route and managing the online system used to process and maintain these applications. As well as, coordinating and supporting a range of initiatives designed to promote anaesthesia as a career and to engage prospective members.

Duties include but are not limited to:

* Provide administrative and secretarial support to the Workforce and Careers Team.
* Provide secretarial support to allied Committees and Chairpersons, including drafting agendas, preparing papers, coordinating logistical arrangements, taking and reporting of minutes, coordinating follow-up actions and processing of all general correspondence for the Committees
* Provide information and guidance to others or directly respond to enquiries, via email or telephone for SAS anaesthetists, undergraduate/those interested in a career in anaesthesia and portfolio pathway applicants, escalating concerns or complex queries as necessary.
* Support external careers fairs by administering the undergraduate materials required and source and coordinate volunteers to represent the specialty at careers fairs as required.
* Support the running of Workforce and Careers Team themed events, including but not limited to the organisation of speakers, room bookings, delegate administration and feedback and CPD certificates.
* Support the development and creation of materials to promote the specialty.

**The Package**

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

* 13 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.

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