**Role: Research Project Coordinator**

**Salary: £ 40,744 p.a.**

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

**Contract Type:** Full Time, Fixed Term (3 Years)

**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 15 August 2025.**

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

**About You**

We are seeking a highly organised and proactive individual with strong project coordination skills to support the delivery of a high-profile clinical audit programme commissioned by the Healthcare Quality Improvement Partnership (HQIP).

You will take ownership of day-to-day project coordination for assigned projects, including monitoring progress against timelines and deliverables. You’re comfortable acting as secretary or deputy to committees or working parties.

You will work closely with the project’s Clinical Leads, Data and Methodology teams, and national stakeholders including NHS trusts, royal colleges, and patient representatives.

You have a strong attention to detail and can effectively manage multiple workstreams at the same time.

You also have experience in helpdesk support and managing inboxes for assigned research projects. You will have strong communication skills with both internal and external stakeholders. You can maintain databases and engage with local research leads to ensure project delivery. You are comfortable providing essential system support for data collection platforms.

**About the Role**

This role coordinates the activities within the RCoA Centre for Research and Improvement (RCoA CR&I), providing project coordination support to the RCoA’s research projects.

This role will support a national clinical audit, part of the National Clinical Audit and Patient Outcomes Programme (NCAPOP), commissioned by the Healthcare Quality Improvement Partnership (HQIP) and funded by NHS England. This is a multidisciplinary clinical audit, and the post holder will be expected to work closely with Centre for Perioperative Care (CPOC).

The RCoA CR&I is the national centre of excellence for health services research in anaesthesia and associated specialties. Its purpose is to define, evaluate and improve quality in anaesthesia, perioperative care and pain management.

Duties include but are not limited to:

* Maintain, update and implement assigned project plans and timetables, regularly updating line management with progress and slippages.
* Provide day-to-day project coordination for assigned projects, including system support for data collection platforms.
* Act as secretary, or deputy, to assigned RCoA committees or working parties.
* Provide helpdesk and inbox cover to assigned research projects
* Maintain databases and regular contact with local research stakeholders and leads throughout the duration of assigned projects.
* Act as a first point of contact for all assigned research projects related matters and take responsibility for responses
* Manage external stakeholder communications for assigned projects via email, updating project documentation and newsletters

**The Package**

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

* 26 days of annual leave, plus bank holiday
* One additional paid day of leave for each employee for the purpose of celebrating their 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 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

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