**Role: Research Project Coordinator**

**Salary: £ 40, 744 p.a.**

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

**Contract Type:** Full Time, Permanent

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 22 August 2025.**

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

**About You**

You are a highly organised individual with experience coordinating multiple projects simultaneously, managing complex administrative tasks, and delivering to deadlines. You will have a proven track record in committee servicing, including organising meetings, taking minutes, and ensuring timely follow-up on actions.

You will understand data governance and have handled confidential information with care and have worked with a wide range of internal and external stakeholders. You have excellent communication and have a strong attention to detail in document preparation and proofreading.

You work well both independently and as part of team. You have proven experience in building effective working relationships at all levels.

**About the Role**

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

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.

This role is outward facing, involving liaison with hospital departments, senior clinicians and other key national stakeholders, and works closely with committee members including both clinical and lay representation.

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.
* Coordinate and execute the RCoA research strategy, relevant research events and activities.
* Manage the administrative processes related to delivery of the RCoA research strategy.
* 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, permanent 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.