

Role: International Training Coordinator
Salary: £34,117 p.a.
Location: Hybrid Working – Remote / London
Contract Type: Permanent, Full Time (35 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 05 July 2024**.

About You

You have experience in helpdesk and customer service environments. Your communication skills allow you to engage effectively with a diverse range of stakeholders and colleagues in a professional and efficient manner.

Your career history includes demonstrable experience in a membership organisation and/or the medical education sector, highlighting your ability to navigate and contribute to these specialised fields. You have a solid track record of providing secretarial support to formal committees, and are experienced at minute taking and tracking deliverables, ensuring that all tasks are completed on time and to a high standard.

Your analytical skills enable you to understand, interpret, and simplify complex information, including regulations and government legislation, making it accessible to others. You are up to date with the regulations governing the training of anaesthetists and the routes to the General Medical Council (GMC) Register, maintaining a thorough and current working knowledge.

About the Role

The purpose of this role is to provide expert support and guidance to International Medical Graduates (IMGs) applying for one of the College's sponsorship schemes, as well as coordinating the timely review and assessment of such applications.

This role is responsible for the development and administration of a programme of initiatives which aim to create sustainable, relevant and appropriate support in developing anaesthesia training and service overseas. This role is also responsible for the maintenance and development of services (communications, guidance, correspondence, policies) to provide expert advice to sponsored IMGs, and using data to continuously improve service delivery, is a key element of this role.

Duties include by are not limited to:

- Provide high quality and timely advice and guidance to IMGs wishing to come to the UK for limited periods of time as necessary.
- Ensure that systems and processes are established to ensure a high-quality service is delivered to members.
- Develop and maintain a thorough understanding of College training policies, particularly in relation to the Medical Training Initiative (MTI) scheme.
- Coordinate the timely advertising of opportunities for fellowships in low resource countries for trainees across multiple communication channels.
- 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.
- Represent the College at stakeholder meetings relating to IMG sponsorship schemes.

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
- 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@coa.ac.uk