

Job Description

Section 1 – Description

Job Title: International Assistant

Location: Royal College of Physicians of Edinburgh (RCPE), 11 Queen Street, Edinburgh

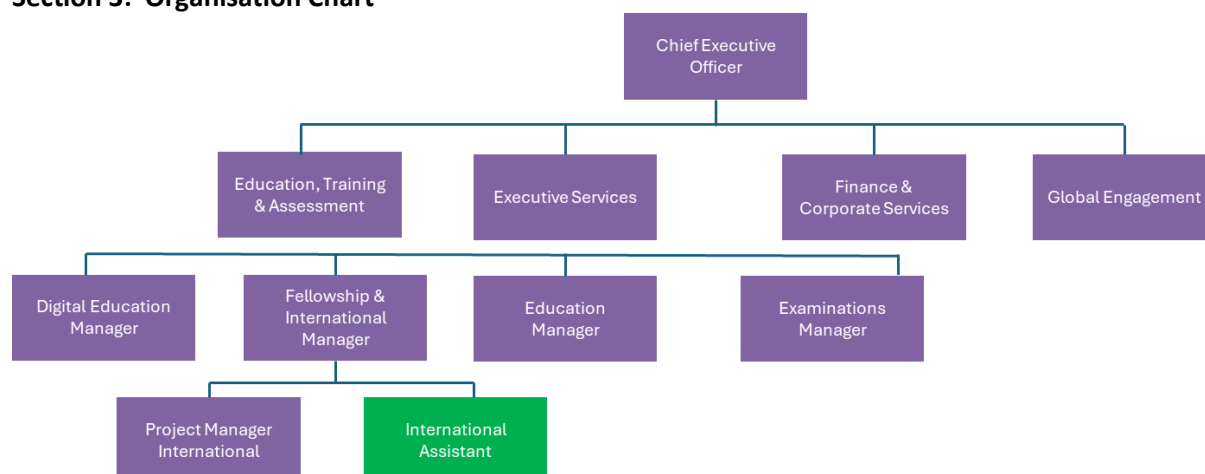
Reports to: Fellowships and International Manager

Date: February 2026

Section 2 – Job Purpose

To provide administrative support for a range of current and future fellowship and scholarship schemes, including the Medical Training Initiative (MTI), MSc scholarships, Brian Chapman and James Petrie Awards, and international travel.

Section 3: Organisation Chart



Section 4 – Dimensions

MSc programme and scholarships/bursaries administration

- Be the point of contact for University of Edinburgh colleagues regarding the joint MSc programme scholarships funded by RCPE, including organising and administering the application process, arranging markers, processing results, and checking and processing annual invoicing.
- Manage the application processes for several non-MSc scholarships and bursaries, including the Brian Chapman scholarship for the International Course in Medicine of the Older Adult.
- Communicate with successful and unsuccessful applicants regarding the outcomes of the application process and be the first point of contact with all scholarship/bursary recipients.
- Arrange the publicity for all scholarships/bursaries, including preparing copy for RCPE newsletters and the website.

- Conduct ad-hoc scholarship data analysis for Equality, Diversity and Inclusion (EDI) as requested by the Fellowships and International Manager.

Delivery of events

- Co-ordinate the annual MSc graduate reception, including liaising with MSc partners, invitations, attendees, caterers and the relevant budget holder.

International support

- Provide administration support for providing international training places and placement applications under the MTI sponsorship scheme.
- Supporting the Fellowships and International Manager and Project Manager International with international travel bookings, seeking approval from the budget holder where necessary.
- Liaising with the College's appointed external travel company to facilitate international travel.
- Supporting travellers with their travel requirements and risk assessments, as well as being the point of contact for issues/emergencies during office hours whilst they are travelling.

Section 5 - Main Responsibilities and Role

- The role will involve supporting the Fellowships and International Manager and Project Manager International, focussing on administration including travel requests from the International Executive and other College representatives.
- Administer the College's MSc Scholarship programme with colleagues at the University of Edinburgh, including the co-ordination of the annual graduates' reception at the College.
- Administer various college scholarships/bursaries supporting international members and fellows to join both College and partner education programmes.
- Tracking spend is in line with budget and the guidelines and set parameters, liaising with the relevant budget holders for approval where necessary.
- To provide administrative support for the MTI.
- To maintain and update relevant College webpages and provide information for newsletters relating to scholarships or bursaries.
- Regularly creating, reviewing and updating departmental standard operating procedures and travel guidance documentation to ensure a consistent and high-level delivery of service.
- Create and improve on standard operating procedures for new processes and systems.
- Identify improvements to current processes and systems where possible including technological solutions.
- Answering enquiries from bursary/scholarship/fellowship/MSc applicants (including those whose first language will not be English).
- Annual archiving of files in liaison with the Fellowships and International Manager.
- To be fully conversant of the College, offer and seek out opportunities to continually add value for stakeholders in their interactions with the College.
- Provide a high standard of customer service.
- To provide ad-hoc support to other work streams as required.

Section 6 – Planning and Organising

In discussion with the Fellowships and International Manager the post-holder will be required to plan their daily work depending on requirements at that time.

Section 7 – Decision Making

- Notify the Fellowships and International Manager and other relevant staff about progress with administration and raising any issues of concern that arise.
- Identify potential improvements which could be made to departmental processes.
- Responsible for day-to-day organisation of workload, determining priorities in consultation with the International Manager and incorporating unforeseen or urgent issues without losing sight of prior deadlines and ensuring multiple tasks are dealt with.
- Notifying the Fellowships and International Manager of progress with scholarship/bursary applications, and any issues relating to scholarships/bursaries or the MSc programmes.
- Select and commission appropriate external suppliers e.g. caterers from within departmental approved lists to support the MSc graduate reception.

Section 8 – Internal and External Relationships

Internal

Director of Education Training and Assessment
Fellowships and International Manager
Project Manager International
College Staff
Fellows and Members

External

UK and International Applicants

Section 9 – Person Specification - Knowledge, Skills and Experience Required

Essential

- Excellent attention to detail and organisational skills with a demonstrable record in meeting deadlines and using own initiative.
- Good verbal and written communication skills.
- Ability to manage potentially conflicting priorities and remain calm under pressure.
- Self-starter and highly motivated.
- Excellent team player, with the confidence to share experience and knowledge with colleagues.
- Exceptional people skills with a dedication to ensure a high level of customer service.
- Positive 'can do' attitude and ability to accommodate change.
- Well-developed IT skills including MS Office software and the ability to use video conferencing software.
- Excellent research and evaluation skills, with the ability to identify areas for improvement and change.
- Experience of writing materials for marketing purposes.

Desirable

- Interest in international medical education and training.
- Ability to identify own training needs and conduct self-directed learning and upskilling.
- Previous experience of working in an administrative environment.
- Previous experience of a customer care environment.
- Previous experience of living, working or traveling internationally.

Section 10 – Job Context and Special Features

The College is growing its international portfolio and requires an individual who is highly motivated with excellent attention to detail and can work at pace. They need to be digitally savvy and good at improving processes, whilst thriving in a customer-oriented environment. The support required is cyclical and overtime may be required from time to time following discussion with line manager.

Responsibility to arrange international travel is an important requirement of the post.

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.