**Information for Applicants**

**Administrative/Education Assistant**

**£20,080 (pending cost of living increase)**

**Edinburgh**

**Full time: 35 hours per week**

With a worldwide reputation for educational excellence the Royal College of Physicians of Edinburgh exists to promote the highest standards of patient care. One of the ways we do this is by our programme of education to support doctors who are pursuing a career in specialist internal medicine. A vacancy has arisen for an Administrative/Education Assistant to join the RCPE Education team.

We are looking for a polite, helpful and efficient assistant, who enjoys providing a high standard of customer service and who ‘goes the extra mile’ to exceed internal and external customer expectations. Along with three other Education Assistants, the successful candidate will be responsible for providing a range of support services to assist the College’s six Education Co-ordinators in the smooth running of RCPE Education events and, post-event, collating and analysing delegate feedback for the event.

The College is looking for an enthusiastic candidate: a self-starter with a positive attitude.  Excellent communication skills are required together with meticulous attention to detail and the ability to store and recall data accurately. Along with excellent IT skills, the successful candidate will demonstrate substantial general administrative experience, including work both within a team and independently.

**About the Royal College of Physicians of Edinburgh**

The College is an independent professional membership organisation and registered charity, which exists to support the profession and to deliver the gold standard in healthcare provision.

Our five year strategy includes five main aims to:

* Promote excellence through evidence-based medical practice, research and policy.
* Improve public health and healthcare through international partnerships with multi-disciplinary clinicians and the public.
* Be the professional voice of physicians.
* Achieve international recognition as an innovator in medical education, training and standards.
* Share and promote our medical heritage.

We represent over 12,000 Fellows and Members worldwide by improving their skills and knowledge, setting standards and developing policy and guidance. The College helps qualified doctors to pursue their careers in specialist (internal) medicine through our world-renowned education and training programme. We ensure that the views and practical clinical experiences of our membership are taken into account by health policymakers throughout the UK and communicated to the media and the public. We provide resources and information to support and facilitate professional development for physicians throughout their careers.

**Remuneration Package**

The salary for this role will be £20,080 per annum plus benefits. Additional benefits include:

* Pension: with employer contributions of 7%.
* Holidays: 23 days annual leave (with incremental increase over five years to 28 days) and 11 days public holiday/College close downs.
* Life assurance scheme.
* Long-term income protection scheme for those unable to work due to illness.
* Cycle to Work scheme.
* Discounted rates for use of the venue for personal events.

**To Apply**

All applicants are required to submit a completed application form.

**Closing Date:**  9.00 am Thursday 16 May

**Interviews:** Wednesday 22 May

**Informal enquiries to:** Kate Hollier, 0131 247 3607, k.hollier@rcpe.ac.uk

**Completed applications should be returned to:** Kate Hollier at [k.hollier@rcpe.ac.uk](mailto:k.hollier@rcpe.ac.uk)

Or, to Kate Hollier, Education and Training Department, Royal College of Physicians of Edinburgh, 9 Queen Street, Edinburgh, EH2 1JQ.