**MEMBERSHIP & EVENTS ADMINSTRATOR**

**£22,596 Edinburgh (pro rata)**

**28 hours per week over 4 days – 9 Month Fixed Term Contract**

**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 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 13,000 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.

**The Role**

As the membership team is continuing to develop and grow its offer in the provision of services to its own membership. You will perform administrative duties to ensure the smooth running of a small number of the College’s committees, including administering elections, scheduling meetings, preparing and circulating agendas and papers, drafting minutes, and supporting follow up actions. You will also play an important role in recognising excellence across our Membership through organising the support for the presentation of a small number of awards and grants. Collating communication material for newsletters and marketing collateral, and online marketing material/platforms as well as liaising with colleagues regarding updates to the RCPE website will also form part of the role.

**The Person**

**You will thrive and enjoy this role if you:**

* Have experience in the planning, administering and organising of events, preferably educational and/or social type events.
* Have experience in supporting committees, project teams and/or management teams
* Are self-motivated with a high degree of sociability and an adaptable and ‘can do’ attitude
* Like to work with others to improve the customer experience, and can build and maintain effective working relationships
* Want to support clinicians in shaping the future of healthcare

**Remuneration Package**

The salary for this role will be £22,596per annum plus benefits.  Additional benefits include:

* Pension: with employer contributions of 9%.
* Holidays: 23 days annual leave.  All employees receive 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:**                     9am on Tuesday 4th of February 2020

**Interviews:**                        Monday 17th of February 2020

If you wish to find out more, please feel free to arrange an informal chat with Mrs. Alex Boyack (Membership Development Manager), at a.boyack@rcpe.ac.uk

**Completed applications should be returned to:**  HR Department, Royal College of Physicians of Edinburgh, 11 Queen Street, Edinburgh EH2 1JQ, or email [people@rcpe.ac.uk](mailto:people@rcpe.ac.uk)