

## Information for Applicants



ROYAL  
COLLEGE of  
PHYSICIANS of  
EDINBURGH

### MEMBERSHIP SERVICES ADMINISTRATOR - 2 YEAR FIXED TERM CONTRACT

£20,375 - £22,596 Edinburgh (Subject to Experience)

35 hours per week

#### 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.

#### Remuneration Package

The salary for this role will be between £20,375 - £22,596 per 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:** 12 Noon on Tuesday 5<sup>th</sup> of November 2019

**Interviews:** Tuesday 12<sup>th</sup> of November 2019

If you wish to find out more, please feel free to arrange an informal chat with Lesley Lockhart (Team Leader - Membership Services), at [l.lockhart@rcpe.ac.uk](mailto:l.lockhart@rcpe.ac.uk)

**Completed applications should be returned to:** Elin Andersson, Royal College of Physicians of Edinburgh, 9 Queen Street, Edinburgh EH2 1JQ, or email [people@rcpe.ac.uk](mailto:people@rcpe.ac.uk)