

Subscriptions & Membership Administrator

About the Royal College of Physicians of Edinburgh (RCPE)

The RCPE is an independent standard-setting body and professional membership organisation. Our aim is to improve and maintain the quality of patient care.

We help qualified doctors to pursue their careers in specialist (internal) medicine through medical examinations, education and training. We also provide resources and information to support and facilitate professional development for physicians throughout their careers.

The RCPE helps to develop standards of medical care and training and to influence health policy. We ensure that the views and practical clinical experiences of our membership are taken into account by health policymakers throughout the UK.

We have a strong UK and international presence with over 12,000 Fellows and Members in 91 countries, covering 56 medical specialties and interests.

About the role

This is a new outward/customer-facing role within the RCPE Membership Department (10 staff).

The postholder will be joining the RCPE at a time of change. Responsibility for supporting subscription collection will be moving into the new Membership Department during 2015. The balance of responsibilities will change from year to year, and throughout the year, but it is expected that this will be heavily in favour of subscriptions during the first year. During this period, it is also anticipated that the postholder will work closely with the Head of Membership as well as the Team Leader.

The RCPE is also updating its IT systems, with an increasing level of membership enrolment going online. As such, the postholder may be required to acquire new skills for which training will be provided.

Terms & Conditions

Location:	Edinburgh
Hours:	35 hours per week (full time), 9.00am- 5.00pm (Mon-Fri) with some working outside of hours
Salary:	£23,643 p.a.
Annual leave:	23 days
Public holidays:	11 days
Contributory pension:	Employee (4 %) / employer (7 %)