

Job Description

Job title: Senior Administrator

Reports to: Chief Executive Officer

Direct reports: None

PURPOSE

The Senior Administrator plays a pivotal role in ensuring the smooth operation of the Faculty of Sport and Exercise Medicine. This role is responsible for managing key administrative functions, including membership services, committee coordination, appraisal and revalidation processes and financial administration. The position ensures that operations align with the Faculty's strategic goals and provide high-quality service to members, stakeholders, and partners.

RESPONSIBILITIES

Coordinate the Faculty's quarterly Council meetings and majority of the Faculty's Committees in collaboration with the Committee Chair and relevant staff members.

- Support the preparation and distribution of meeting agendas and related documentation.
- Attend Committee meetings and accurately record and process minutes.
- Assist in tracking and following up on agreed actions to ensure timely completion.

Assist in the preparation and coordination of quarterly Council meetings:

- Work closely with the President and Chief Executive to develop and finalise the Council meeting agenda.
- Ensure timely submission of reports from Council members ahead of meetings.
- Attend Council meetings and take accurate minutes.
- Distribute meeting papers and follow up on post-meeting actions as required.

Manage the Faculty's membership database, benefits and support enquiries for new and existing members:

- Help maintain the Faculty's CRM database, ensuring the accurate and timely maintenance of records of our membership.
- Oversee the administration of annual membership subscription collections, ensuring payments are processed and recorded correctly.
- Maintain organised and accessible records of all membership correspondence and

documentation.

- Prepare and manage mailing lists for the distribution of the Faculty's communications and annual diaries.
- Act as a key point of contact for telephone enquiries, handling and directing calls in a professional and courteous manner.
- Respond to email and telephone queries regarding Faculty membership or services and provide general advice or signposting.
- Provide a welcoming and professional reception for visitors to the Faculty.

Administer the Appraisal and Revalidation Service provided by the Faculty:

- Oversee the effective delivery of the Faculty's Appraisal and revalidation service.
- Liaise with external providers (e.g., MIAD) to obtain training schedules and costings, ensuring alignment with updates from relevant governing bodies.
- Maintain the appraisal calendar and ensure timely reminders are issued to all stakeholders.
- Match appraisees with appropriate appraisers and manage records using the Clarity Appraisal Toolkit.
- Notify the team upon completion of appraisals for ratification, and draft and distribute completion letters to appraisees and the Faculty's Suitable Person.
- Generate and issue invoices related to the Appraisal and Revalidation Service.
- Act as the primary contact for resolving issues with the Appraisal and Revalidation system helpdesk.
- Support the preparation of agendas and attend Appraisal and Revalidation committee meetings to take and distribute minutes.

Provide administrative support for the Faculty's General Practitioners with an Extended Role (GPwER) accreditation process:

- Administer and process GPwER accreditation applications in line with Faculty procedures.
- Liaise with and support the GPwER Assessor Panel to facilitate timely reviews.
- Coordinate and compile reports based on assessor feedback for internal review and decision-making.
- Maintain accurate records and ensure applicants are kept informed throughout the process.

Support the Faculty's Accounts:

- Maintain accurate financial records and oversee day-to-day financial transactions.
- Prepare and issue invoices and process payments, reconcile accounts on Xero.
- Work closely with the Faculty's external bookkeeper and accountants to ensure accurate and timely financial reporting.
- Support budget preparation and monitor expenditure against agreed budgets.
- Collaborate with other staff budget holders to support financial planning.
- Assist the Chief Executive and Honorary Treasurer in preparing Treasurer's reports for presentation to Council and the Board.
- Ensure compliance with the Faculty's financial policies, procedures, and relevant regulations.

Provide general administrative support across the organisation:

- Develop, update, and maintain internal procedural documentation.
- Carry out routine office duties such as printing, filing, and recycling.
- Ensure compliance with all Faculty policies, procedures, and relevant statutory and regulatory requirements.
- Support other staff members as needed to facilitate day-to-day activities.
- Provide administrative support for the Annual General Meeting (AGM), including preparation and coordination.
- Support the administration of elections for Faculty Committees, Council, and Office Bearers.

Undertake other reasonable duties and projects as required to support the overall functioning of the Faculty.

Engage with the Faculty's appraisal process and demonstrate a commitment to its values, behaviours, and your own continuous professional development.

KNOWLEDGE, SKILLS, AND EXPERIENCE

	Essential	Desirable
KNOWLEDGE		
Educated to HND level or robust equivalent experience	√	
Finance / Book-keeping qualification		√
Knowledge of marketing programmes or events		√
Ability to use and understand bespoke database systems	√	
Knowledge and understanding of GDPR Compliance		√
Knowledge of administrating membership, appraisal or accreditation processes within a professional body		√
SKILLS		
Excellent written and verbal communication skills in all forms.	√	
Fully computer literate with all Microsoft packages.	√	
Proficiency in recording meeting proceedings		√
Self-motivated with the ability to work with minimal supervision and direction.	√	
Confident, conscientious, and flexible approach to work.	√	
Ability to work with high degree of accuracy and to tight deadlines.	√	
Excellent organisation and time-management skills.	√	
Willingness and desire to undertake any required training and development.	√	
EXPERIENCE		
Experience working with financial systems and packages.	√	
Experience and interest in Sport and Exercise Medicine, Health, or Education.		√
Experience of working in a health or educational Environment.		√
Experience of performing generic administrative duties to the highest standard.	√	
Experience of working in a membership environment.		√