



<b>Job Title:</b>	<b>Exams and Standards Manager</b>
<b>Reporting to:</b>	Chief Executive Officer
<b>Work Location:</b>	<ul style="list-style-type: none"><li>• Faculty of Sport and Exercise Medicine UK, 1a Hill Square Edinburgh, EH8 9DR</li><li>• The Faculty supports hybrid working, with 2 days of the week would be required in the office (ideally Tuesday and Thursday time tie in with team members).</li><li>• This role includes occasional travel to meetings across the UK a couple of times per year</li></ul>
<b>Salary:</b>	£40,800
<b>Hours:</b>	Full time, 35 hours per week
<b>Pension Scheme:</b>	The Faculty uses the People's Pension, 3% employee contribution, 5% employer contribution.
<b>Annual Leave:</b>	The Faculty offers generous holidays with 30 days of annual leave and 9 days public holidays, plus an additional gifted Christmas Closure of 3 days between Christmas and New Year.
<b>Probation:</b>	The post will be offered subject to the receipt of references satisfactory to the Faculty. All posts are offered on a 3-month probationary period.
<b>Notice period</b>	2 months' notice.

## **About the Faculty**

The Faculty of Sport and Exercise Medicine UK (FSEM) is the membership body responsible for the standards, exams, training and development of Sport and Exercise Medicine in the UK. We are an inclusive, multidisciplinary Faculty with members working in various environments. We promote better health by setting and maintaining professional standards for the specialty and all those working within it. FSEM drives up standards through examinations and ongoing professional support and development.

Our [strategy](#) for 2023-25 is built upon our enduring vision 'to improve the health of the nation through physical activity'. As we work towards this vision through our three objectives, we will be guided by our values: to unite, to grow and to support. Our Moving Medicine initiative helps healthcare professionals support people to move more. The award-winning programme provides free evidence-based training and practical resources that support professionals to help patients live more active lives.

FSEM is an important voice for SEM professionals across the UK, and we work with national and local governments, commissioners, policy makers to influence policy.

## **Governance**

FSEM is a registered Charity ([SC052221](#)). We have a small team of Faculty staff, and we are supported by our Committees, Council, and our Board of Trustees, this is made up of both elected members (Office Bearers) and lay representatives. The broad skill mix, and diversity of experience supports our organisational aims.

FSEM are currently working towards becoming a College of Sport, Exercise and Musculoskeletal Medicine (CSEM) with the British Association of Sport and Exercise Medicine (BASEM). The successful candidate will continue to oversee the delivery and quality of the Faculty's exams; Appraisal and Revalidation Service and contributes to standards-related projects throughout this transition to ensure the smooth, strategic operation of all examination and standards functions. The candidate will also be involved in a TUPE process for all FSEM and BASEM staff to transfer into the new joint organisation. You can learn more about this journey to College [here](#).

For further information visit: [www.fsem.ac.uk](http://www.fsem.ac.uk)