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| Job Title: | Senior Administrator |
| Reporting to: | Chief Executive Officer |
| Work Location: | <ul style="list-style-type: none">• Faculty of Sport and Exercise Medicine UK, 1a Hill Square Edinburgh, EH8 9DR• The Faculty supports hybrid working. 2 days of the week would be required in the office which are currently Tuesday and Thursday to tie in with all team members.• This role includes occasional travel to meetings across the UK a couple of times per year |
| Salary: | £27,500 |
| Hours: | Full time, 35 hours per week |
| Pension Scheme: | The Faculty uses the People's Pension, 3% employee contribution, 5% employer contribution. |
| Annual Leave: | 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. |
| Probation: | 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. |
| Notice period | 1 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.

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.

Present Circumstances

FSEM currently has two Senior Administrators, one of whom works part time; this role will replace the full-time Senior Administrator who is retiring after 15 years with FSEM. If candidate availability allows, we hope to arrange a handover period of a few weeks to support a smooth transition.

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 would be expected to provide continuity, stability, and operational support across all core functions while adapting to evolving structures and priorities. 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