



General Administrator

AMEE, the international association for health professions education, is growing. Known globally for its membership community, portfolio of educational products and resources, and industry-leading annual conference, AMEE is in an exciting period of development. Building on its existing services and unrivalled reputation, it is entering a period of strategic expansion, cementing its place as the primary membership association for all those involved in the education of healthcare professionals.

At AMEE our vision and mission are clear. We exist to promote and inspire excellence, collaboration, and scholarship across the continuum of health professions education and to transform healthcare for all through excellence in education and scholarship. Ultimately, improving patient outcomes and experience.

Established 50 years ago, AMEE is now entering its next phase of evolution and we are looking for skilled, resourceful and committed professionals to be part of this development. You will join our small and talented staff team, helping us to implement our strategy across all parts of our organisation. We are looking for individuals for a number of roles at different career stages and in different disciplines to help us continue to Connect, Grow and Inspire.

Job title: General Administrator

Reports to: Chief executive

Salary: £26,000 FTE

Location: Remote - UK

Part time 0.5

Job Overview

We are seeking an organised, proactive, and detail-oriented Part-Time Administrator to support the CEO and Senior Management Team (SMT) with day-to-day operations and strategic initiatives. This role is vital in ensuring smooth administrative operations, enabling our leadership team to focus on strategic objectives and member engagement. The ideal candidate will bring exceptional organisational skills, a collaborative spirit and the ability to handle multiple priorities with professionalism.

Key Accountabilities

Executive Support

Meeting Co-ordination

Document Management

General Administrative support

Executive Support

- Act as a primary point of contact for the CEO and SMT, managing communications, responding to inquiries and coordinating schedules.
- Arrange meetings and handle logistics such as venue bookings, equipment setup and material preparation.
- Coordinate travel arrangements, including booking flights, accommodations, and transportation and manage associated expense reporting.

Meeting Co-ordination

- Schedule and prepare agendas for SMT meetings, board meetings and other key events, ensuring all necessary materials are distributed in advance.
- Attend meetings as needed to take minutes, track action items and follow up on deliverables.
- Support project tracking by updating timelines, assisting with deadlines, and coordinating across departments to support project progress.

Document Management

- Organise and maintain filing systems, ensuring important documents and records are accessible and up to date.
- Draft and edit correspondence, reports and presentations as requested by the CEO and SMT.
- Assist with preparing and proofreading documents, ensuring accuracy and alignment with association standards.

General Administrative Support

- Manage and respond to email inquiries, acting as a representative of the leadership team in a professional manner.
- Assist in preparing materials for conferences, events and stakeholder presentations.
- Coordinate with finance for basic budgeting support, such as tracking departmental expenses and processing invoices.

Key Skills and Competencies

- **Experience:** Previous administrative experience (3+ years) in an administrative role supporting executive leaders or senior management, ideally within an educational, non-profit or healthcare-related organisation.
- **Organisational Skills:** Exceptional ability to manage time, prioritise tasks and meet deadlines while handling multiple projects.
- **Communication:** Strong written and verbal communication skills, with the ability to handle sensitive information with discretion.
- **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with virtual meeting platforms (e.g., Zoom, Microsoft Teams). Knowledge of project management tools (e.g., Asana) and CRM system (e.g. Microsoft Dynamics) are an asset.
- **Professionalism:** Able to represent the association with poise, tact and a member-first mindset in all interactions.

Benefits of working for AMEE

- 5% Pension Contribution.
- One day paid volunteering day each calendar year.
- Access to an Employee Assistance Programme.
- Membership of Medicash - one of the leading UK's leading health cash plan providers. Benefits include: contribution to dental care, tests and scans, alternative & complimentary therapies, payment for flu jabs, access to a virtual GP and a range of discounts and helplines.

To apply, please send a CV and covering letter, outlining why you are interested in the role and why you believe you are suitable for it, and your contact details to recruitment@amee.org

For a confidential discussion about the role please contact Anne Lloyd
alloyd@amee.org