



## **Committees, Governance, and Awards & Grants Manager**

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: Committees, Governance, and Awards & Grants Manager**

Reports to: Head of Finance and Business

**Salary: £37,000 FTE**

**Location: Remote - UK**

**Part-time 0.6**

### **Job Overview**

This senior support role enables the CEO and Senior Management Team (SMT) to uphold a robust governance framework for AMEE. The post holder will provide Company Secretary duties for the AMEE Board (known as the Governing Committee), ensure adherence to the highest standards of governance for AMEE's Steering Committees and Theme Committees, and manage AMEE's Awards and Grants Programme.

## **Key Accountabilities**

Governance Administration

Committee Management and Administration

Awards and Grants Communities Management

Risk and Compliance

Managing Relationships

### **Governance Administration**

- Support the CEO and SMT in maintaining a strong governance framework aligned with AMEE's strategic goals and Articles of Association.
- Act as Company Secretary for the Governing Committee (GC), preparing meeting agendas, reports, and compliance documentation.
- Maintain and manage records of conflicts of interest, declarations, and minutes for AMEE's Governing Committee.
- Administer the organisation's complaints policy and act as a point of contact for governance-related concerns and complaints.
- Maintain up-to-date governance documentation, including the Gift Registry and declarations of interest for senior staff and committee members.

### **Committee Management and Administration**

- Coordinate all aspects of committee meetings, including agenda setting, minute-taking, and follow-up actions for AMEE's various management committees (e.g., Governing Committee, Finance, Audit & Risk), Steering Committees and Theme Committees.
- Take on responsibility for managing the Theme Committees and provide direction as needed to represent the AMEE SMT in ensuring the Theme Committees align with AMEE strategy in their actions.
- Lead committee recruitment processes (in collaboration with the Nominations Committee for the Governing Committee)
- Support the effective operation of governance processes within AMEE, including the planning, execution, and review of committee outputs.
- Assist in the scheduling and coordination of training for Governing Committee and committee members.

### **Awards & Grants Programme Management**

- Oversee AMEE's Awards and Grants Programme, ensuring clear communication, transparent processes, and alignment with AMEE's strategic objectives.
- Manage the application and review process, including liaising with external reviewers, administering timelines, and tracking successful applicants.
- Ensure the awards and grants process operates in compliance with all governance and legal requirements.
- Coordinate the delivery of awards, manage associated budgets, and provide reports on outcomes and impacts.

## **Risk & Compliance**

- Support risk management across AMEE, ensuring that risk registers are maintained and updated.
- Assist with data protection compliance, ensuring that all governance activities meet data protection standards.
- Support the Head of Finance and Business with any other risk related matters

## **Managing Relationships**

- Ensure the highest standards of professional performance are maintained in all governance and administrative activities.
- Work flexibly to support AMEE's operations, including occasional evening or weekend work when required and be willing to step in and support the organisation in other areas as needed. Work closely with the Head of Education to ensure training modules support organisational objectives.
- Liaise with external partners, faculty, and other stakeholders to ensure training materials are relevant and reflective of current needs in health professions education.
- Attend, participate, and contribute to meetings and events, ensuring appropriate up to date information is communicated and acted upon.
- Communicate with internal teams to ensure the smooth integration of new training modules into the existing educational portfolio.
- Build and maintain strong working relationships with AMEE Senior Management Team to optimise support in delivering first class service.
- Anticipate and fulfil the needs of people who engage with AMEE in a successful manner where appropriate.
- Fully understand the many facets of the association and structure to value different requirements and act with diplomacy to achieve the best possible outcome.

## **Person Specification**

### **Skills & Aptitudes:**

- Proficient in MS Office, including Word, Excel, Outlook, and PowerPoint (Essential).
- Demonstrated experience in managing governance processes in a complex organisation with multiple stakeholders (Essential).
- Proven ability to manage committee meeting agendas, minute-taking, and action follow-up (Essential).
- Strong organisational skills, with attention to detail in maintaining accurate governance and compliance records (Essential).
- Excellent communication skills, both written and verbal, with the ability to draft formal documents and correspondence (Essential).

### **Knowledge & Experience:**

- Extensive administrative experience, preferably within a governance or compliance-focused role (Essential).
- Knowledge of GDPR (Essential).
- Experience in managing awards or grants programmes (Desirable).
- Knowledge of governance structures and processes within the non-profit or educational sectors (Desirable).
- Experience working within an international organisation or with a membership-based body (Desirable).

### **Personal Attributes:**

- High levels of confidentiality, professionalism, and integrity (Essential).
- Strong organisational skills, able to prioritise and balance multiple tasks effectively (Essential).
- A proactive approach to problem-solving, with the ability to work independently and without close supervision (Essential).
- Commitment to AMEE's vision, mission, and values (Essential).
- A collaborative team player, respectful of diverse perspectives and committed to inclusion (Essential).

### **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](mailto:recruitment@amee.org)

For a confidential discussion about the role please contact Heather Mackintosh, Head of Finance & Business [HMackintosh@amee.org](mailto:HMackintosh@amee.org)