



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 over 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 team, helping us to implement our strategy across all parts of our organisation. We are looking for individuals at different career stages and in different disciplines to help us continue to Connect, Grow and Inspire.

Job title: Project Administrator

Reports to: Head of Conference Operations, day-to-day management by Conference Manager

Salary: £25,000-£28,000 FTE (depending on experience)

Location: Remote UK

Type: Permanent, Full-time, but may consider part-time

Job Overview

We are seeking two experienced Project Administrators to join our team, providing vital assistance to the Head of Conference Operations and Conference Manager in delivering the AMEE Annual Conference—an international event dedicated to advancing health professions education. These roles will also support the delivery of other conferences and events. The ideal candidate will be highly organised, detail-oriented, and able to manage multiple tasks efficiently while working collaboratively with internal teams, volunteers, and external organisations.

Key Accountabilities

- Programme Support
- Logistics
- Volunteer Support
- Financial Administration
- Marketing and Communications
- Registration and Technical Support

Programme Support

- Support the Conference Manager in developing and finalising conference programmes, that align with AMEE's strategic goals.
- Schedule committee meetings, circulate materials and take accurate minutes.
- Help manage the abstract submission process, ensuring timely coordination accurate record-keeping and providing reports as required.

Logistics

- Support logistics management with the Professional Conference Organiser (PCO).
- Ensure that Programme Committee activities, session timings and logistics comply with AMEE's internal policies and governance standards.

Volunteer Support

- Assist in recruiting and coordinating volunteers, including the Student Task Force and Moderators.
- Act as a point of contact for volunteers, ensuring they are well-supported.

Financial Administration

- Help track expenditures and process invoices and reimbursements.
- Assist the Conference Manager in maintaining financial transparency.

Marketing and Communications

- Support promotion efforts in collaboration with the AMEE Engagement Team.

Registration and Technical Support

- **Registration Support:** Assist in managing the registration process with the PCO and running of timely reports, ensuring that all registration data is handled in compliance with AMEE's privacy and governance standards.
- **Technical Assistance:** Provide support to the Programme Committees during meetings and help manage the abstract reviewing platforms, ensuring smooth operations and maintaining confidentiality.

Key Skills and Competencies

- **Experience:** Previous project administration experience (3+ years) ideally within an educational, non-profit or healthcare-related organisation.
- **Organisational Skills:** Exceptional organisational skills with a keen attention to detail, along with the ability to manage time effectively, prioritise tasks and meet deadlines while coordinating across teams and handling multiple projects
- **Communication:** Strong verbal and written communication skills, with the ability to effectively liaise with internal and external stakeholders.
- **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) are an asset.
- **Professionalism:** Able to represent the association with poise, tact and a member-first mindset in all interactions and the ability to work collaboratively within a team.

Benefits of working for AMEE

- 5% Pension Contribution.
- 31 days annual leave (includes public holidays).
- 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.

How to Apply

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 Tracey Thomson trthomson@amee.org

Closing date: 24th January 2025