

## Faculty of Occupational Medicine

### Education and Training Administrator

**Salary: £22,000 p/a - pro-rata based on a total of 21 hours a week**

This is a temporary post and will be available for up to seven months, to assist over a busy period and there would be some flexibility with the pattern of hours worked, e.g. mornings or shorter days etc.

3rd Floor, New Derwent House  
69-73 Theobald's Road  
London  
WC1X 8TA

t: 020 7242 8698  
f: 020 3116 6900  
e: [fom@fom.ac.uk](mailto:fom@fom.ac.uk)  
[www.fom@fom.ac.uk](http://www.fom@fom.ac.uk)

Registered Charity No 1139516  
Scottish Charity No SC040060  
Registered in England No 07461063  
VAT Registration No 798 6604 62

### Context:

The Faculty of Occupational Medicine is a charity committed to improving health at work. It is the professional and educational body for occupational medicine in the UK and seeks to ensure the highest standards in the practice of occupational medicine. The Faculty sets examinations, oversees training and supports physicians in their continuing professional development.

We are seeking to recruit an Education and Training Assistant to cover a particularly busy period within the Education and Training Team.

The post-holder will be responsible for providing support to each member of the team. This will include assisting with the organisation of examinations, supporting with the administration of the specialty training programme for trainees and helping to award CPD (Continued Professional Development) points for conferences related to occupational medicine.

This is an opportunity for someone who is a good all-round administrator looking for a part-time role, within a friendly and hard-working team. It may also be good experience which could lead to other opportunities within the large network of medical Faculties and Royal Colleges.

The successful candidate will be well-organised with solid administrative skills; have excellent communication skills; have the ability to prioritise work; be able to communicate to people at all levels and have excellent IT skills.

For more information and to apply for this vacancy, visit: <http://www.fom.ac.uk/about-us/vacancies>

**Closing date: 5pm on Tuesday 14 October 2014**

**Candidates should be available for interview on: Wednesday 22 October 2014**

**Start date: ASAP**