

Faculty of Occupational Medicine

Training Manager (Maternity Cover)

Salary: £28,000

The post will be available for up to one year

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 exams, oversees training and supports physicians in their continued professional development.

We are seeking to recruit a Training Manager to cover a period of maternity leave. The post holder will be responsible for providing administration for the occupational medicine specialty training programme.

The post involves ensuring accurate records of trainees are maintained; providing helpful and efficient responses to queries from trainees, potential trainees, staff and other contacts regarding a range of training matters; and representing the Faculty, as required, with the General Medical Council (GMC), the Local Education Training Boards (LETBs) and with other external bodies, keeping abreast of developments which impact on training.

The post holder will provide support to the Director and Deputy Director of Training and to other Officers, as appropriate, and will be responsible for organising and administering training and committee meetings.

In addition, the post holder will be involved with helping to raise the profile of occupational medicine with medical schools and their students and will be involved in making arrangements for Faculty representation at careers fairs.

The successful applicant will be well-organised with solid administrative skills; have excellent communication skills; have the ability to prioritise and to work under pressure to tight deadlines; be able to communicate with people at all levels, with a proven ability to co-operate as part of a small team; and have excellent IT skills including Excel, Word and use of databases.

If you would like to discuss the post, please contact Rachel Cooper, Head of Professional Standards, on 020 3116 6908.

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

Closing date: **9.00am Monday 28 April 2014**

Candidates should be available for interview on **Thursday 8 May 2014**

Start date: **Monday 16 June 2014**