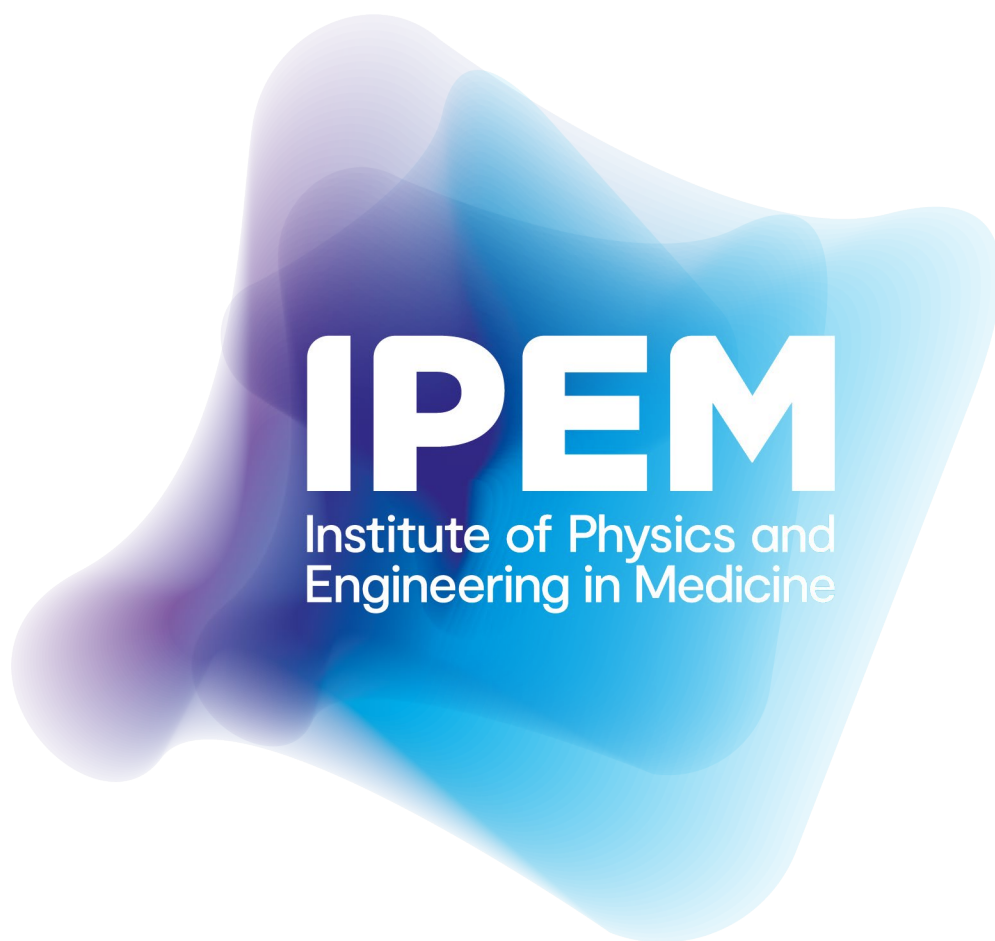


## **Information for Applicants**

### **External and International Services Administrator Part time - 19 hours per week**



Fairmount House  
230 Tadcaster Road  
York YO24 1ES

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*No agencies please*

## **1. ADVERTISEMENT**

### **External and International Services Administrator Institute of Physics and Engineering in Medicine (IPEM)**

**Part time – 19 hours per week**

**Salary: £25,200 (£12,943 pro-rata)**

**plus valuable benefits, including non-contributory pension of 14%**

Based in York, the Institute of Physics and Engineering in Medicine (IPEM) is an Educational Charity which acts as a Professional Body and Learned Society for a growing membership of more than 4,200 scientists, engineers and technologists working in hospitals, universities, and healthcare industries.

IPEM is looking for an External and International Services Administrator to support the delivery of our contracts with external partners. The External and International Services Administrator will play an important role in helping External and International Services Manager fulfil our contractual duties as well as the regulatory standards for the partners, including governance, accreditation and financial activities. This is an ideal entry-level role for someone looking to start or transition into a career in governance or company administration.

In this role you will be responsible for providing efficient and effective support in relation to IPEM's international and other UK national organisations which we have a contract to deliver secretariat services for. The support provision of these contracts includes providing office and meetings support, administrative and accounting support. You'll also be supporting other external projects related to IPEM's strategic objectives.

**Closing date for applications is midnight on Sunday 3<sup>rd</sup> August 2025. We'll be shortlisting applications on week commencing Monday 4<sup>th</sup> August. Interviews are expected to be held in person at Fairmount House, York on week commencing Monday 11<sup>th</sup> August 2025.**

## 2. JOB DESCRIPTION

### Job purpose

To ensure the efficient, economic and effective provision of support services in relation to international and other UK national organisations with which the Institute has contracted to provide office and meetings services, administrative and accounting support. To provide support to other external projects related to IPEM's strategic objectives.

**Responsible to:** External and International Services Manager

**Accountable to:** Director of Policy & Impact

### Key responsibilities:

To provide administrative & organisational support services to contracted international and external organisations, including:

- Supporting the International Services Manager in delivering support to contracted organisations as directed
- Maintaining membership records and subscriptions
- Support with General book-keeping, maintaining financial records and online banking processes
- Process expenses claims
- Company administrative duties such as filing confirmation statements and other approved company returns
- Organising and supporting accreditation process and training events, including producing the 2025 course directory
- Receive incoming telephone calls, responding to enquiries and managing a shared mailbox

### Other

- Contribute to the delivery of wider IPEM objectives as part of the staff team.
- Anything else appropriate to the grade
- Maintain website information and social media activities if needed

### Current Support Contracts

1. International Union for Physical and Engineering Sciences in Medicine (IUPESM)
2. International Organisation for Medical Physics (IOMP)
3. International Federation for Medical and Biological Engineering (IFMBE)
4. Consortium for the Accreditation of Sonographic Education (CASE)
5. Radiology and Oncology Congresses (ROC) and ROC Events Ltd (ROC-E)

### 3. PERSON SPECIFICATION

*IPeM is an equal opportunity employer and is committed to creating a diverse environment, which means that we believe no element of your identity, including your economic background, culture, ethnicity, disability, health, gender identity or your sexuality, should be left out of the workplace. All suitable applicants will receive consideration for employment without regard to protected characteristics such as race, religion, sex, gender identity or expression, sexual orientation, marital status, disability, and age.*

Essential skills, knowledge & attributes	Desirable skills, knowledge & experience
<ul style="list-style-type: none"><li>• Experience of working with the Microsoft office suite (Outlook, Teams, Excel)</li><li>• Advanced Excel user</li><li>• Good customer service awareness and knowledge, addressing the needs of stakeholders</li><li>• Stakeholder management experience</li><li>• Communication skills – both verbal and written to a wide variety of stakeholders</li><li>• Experience of book keeping, accounting or an understanding of finance processes such as expenses and maintaining financial records</li><li>• Experience of maintaining good records and filing for audit purposes</li></ul>	<ul style="list-style-type: none"><li>• Experience of delivering company secretary services</li><li>• Experience of delivering to agreed contracts</li><li>• Continuous learning and improvement – an interest in optimising processes would be beneficial</li><li>• Understanding of accreditation processes</li><li>• Understanding of charity governance would be advantageous</li></ul>

If you feel that you only meet some of the criteria, we still want to hear from you.

## 4. REWARDS AND BENEFITS

- Salary:** Salaries are normally reviewed on 1<sup>st</sup> April each year. IPEM terms and conditions of employment are set out in individual contracts of employment and the Staff Handbook.
- Pension:** Eligible workers will be automatically enrolled in the Aviva Workplace Pension Scheme in accordance with the company's obligations under the Pensions Act 2008. Full details of the Scheme, including your right to opt out, will be provided by Aviva Insurance Ltd. IPEM will make a contribution to this scheme at a rate of 14% of your annual salary; you do not need to contribute anything.
- Hours:** The standard working week for full-time employees is 37 hours. This role is 19 hours a week.
- Flexitime** A flexible working hours' scheme is in operation, which is designed to provide necessary operational flexibility.
- Holidays:** The annual holiday entitlement will be at the rate of 25 days per year for full-time staff and pro-rata for part time staff in addition to official bank holidays. This rises by one day on 1 January following the completion of each additional year of service, up to a maximum of 30 days. This role starts at 125 hours annually (pro rata for employment start date). The holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
- Office:** IPEM's head office in York is situated in a large Victorian terrace house which was converted from hotel use to offices in 1998. The office is on Tadcaster Road, near York Racecourse, about 0.8 miles from York Rail Station and within easy access of the A64 York bypass. Car parking is available at the rear of the offices. The address is Fairmount House, 230 Tadcaster Road, York YO24 1ES.
- There is an accessible WC on the ground floor and full wheelchair access to the ground floor from the rear (car park) entrance and throughout the ground floor.
- Team:** IPEM employs 25 members of staff. It also operates annual appraisals, with mid-year reviews, at which training or development needs can be identified.

## **5. ABOUT IPEM**

### **IPEM's Mission**

Improving health through Physics and Engineering in Medicine

### **IPEM's Vision**

Developing the professional, improving healthcare, transforming lives together

### **IPEM's Values**

Trusted - The leading voice in improving health through physics and engineering

Inclusive – Enabling a diverse and Inclusive professional community

Progressive – Delivering innovative practice development for the public good

We are a staff team with integrity, we are confident and collaborative.

### **IPEM's area of strategic focus are:**

Professional Development – Providing excellent learning and development services that meet the needs of the professional community of physicists, engineers and technologists working in physics and engineering in medicine and biology in hospitals, academia, and industry.

Community – Growing and nurturing a vibrant community of practice through our membership, with high professional standards at its core, outstanding volunteer engagement and real commitment to equality, diversity, and inclusion.

Leadership – Championing the importance of professional knowledge, identifying and raising awareness of the key challenges that lie ahead for physics and engineering in medicine and biology, and being a trusted and effective voice for the profession,

## **6. EQUALITY STATEMENT**

### **Our Commitment**

Our strategic values (Trusted, Inclusive, Progressive) influence everything we do. When it comes to staff diversity we are fully committed to change and to making this organisation and our membership more inclusive and diverse. We want every single person in our community to be able to bring their authentic and best self to work every day.

We welcome every applicant regardless of race, religion, sex, gender identity, sexual orientation, marital status, disability, and age.