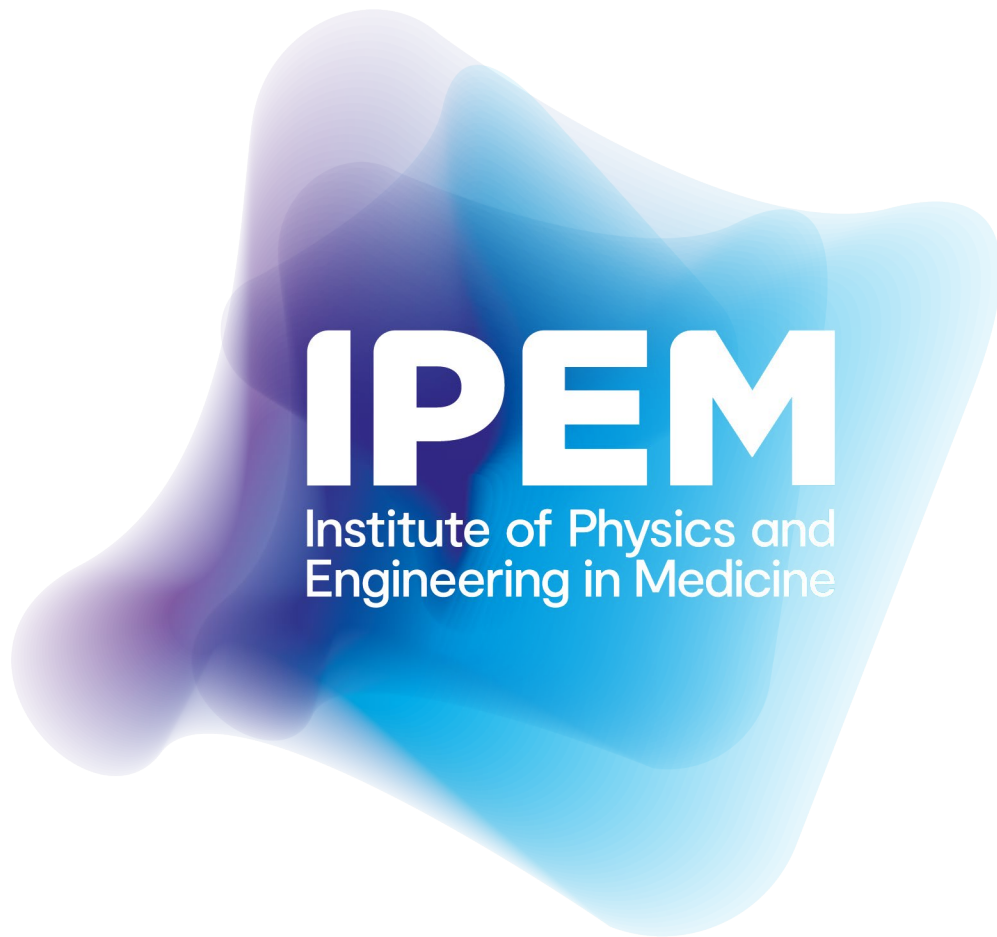


Information for Applicants

External & International Services Manager Part Time (22.5 hours per week minimum)



Fairmount House
230 Tadcaster Road
York YO24 1ES

Registered Charity No. 1047999
Reg. Company No. 3080332

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No agencies please

1. ADVERTISEMENT

Institute of Physics and Engineering in Medicine External & International Services Manager Part Time – 22.5 hours per week (minimum)

**Salary: £38,000 - £42,000 FT equivalent, pay award dependent on experience
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 4,700 scientists, engineers and technologists working in hospitals, universities, and healthcare industries.

IPEM is looking for an enthusiastic, proactive individual to work within the successful External & International Services (E&IS) team. The team has a long-standing relationship of working collaboratively with our UK and global partners and the successful applicant will be a key staff member working alongside others in the newly formed Commercial team and collaborating with the Head of Commercial Engagement.

Educated to at least degree-level, we are looking for an individual who takes the initiative and is confident and competent at organising their time and responsibilities. You must be able to prioritise your workload as you will be working on behalf of a number of different organisations, each with differing expectations. You will be required to coordinate and participate in a wide variety of activities providing support services to our external partners. You will need to be highly numerical and capable of managing finances and business functions. UK and international travel will be required. No existing knowledge of healthcare physics and engineering services is needed, as this knowledge can be quickly gained by a capable individual with the right mindset.

IPEM promotes flexible working for staff. After 6 months of employment, IPEM will agree, where appropriate and at its discretion, to an employee working either permanently at home, regularly at home or from home on an ad-hoc basis.

Closing date for applications is 5pm on Monday 12th February 2024

Interviews are expected to be held in the week of 19th February 2024

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, business advice and accounting support. To provide support to other external projects related to IPEM's strategic objectives.

Responsible & accountable to: the Head of Commercial Engagement

Key responsibilities:

To provide support services to contracted organisations, including:

- managing membership records and subscriptions
- organizing and supporting meetings and events
- general book-keeping, accounting, budgeting and online banking processes
- providing business advice and Company Secretarial duties
- Charity administrative duties
- accreditation and training events
- website and social media activities
- Other tasks as specified in the contract

To develop and manage other external projects, as agreed with the HoCE

To provide support to members and to the Institute's objectives.

Current Support Contracts

International Union for Physical and Engineering Sciences in Medicine (IUPESM)

International Organisation for Medical Physics (IOMP)

International Federation for Medical and Biological Engineering (IFMBE)

Consortium for the Accreditation of Sonographic Education (CASE)

Radiology and Oncology Congresses (ROC) and ROC Events Ltd (ROC-E)

Business development

With the other members of the Commercial team, seek to identify and explore new prospects for the support of related international and UK organisations and for partnership and sponsorship opportunities.

Other

Provide cover for the other E&IS manager during absences, to ensure continuity of service to the supported organisations.

Prepare invoices and contracts for all organisations under current support contracts.

Contribute to the delivery of wider IPEM objectives as part of the staff team.

Ensure that IPEM's equality, diversity and inclusion action plan is progressed in relation to commercial activities.

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, experience & attributes	Desirable skills, knowledge & experience
<ul style="list-style-type: none">• Educated to minimum of degree level• Proven track record of identifying requirements and completing activities using own initiative• Ability to be flexible and manage competing priorities and own time• Excellent organisational skills with a keen attention to detail• Excellent communication skills (both written & oral) with the ability to communicate clearly and persuasively across cultures and contexts• High level of numeracy with the ability to perform financial and accounting tasks• Ability to build and maintain positive and productive relationships with internal and external stakeholders• Experience of delivery within a commercial environment• Ability to display discretion and sensitivity when working with partners• Enthusiasm for learning & commitment to own personal development• Experience of Office365, other Microsoft applications and remote communication tools such as MS Teams• Self-starter capable of working in small teams• Excellent inter-personal skills, resilience and integrity• Able to travel around UK and occasionally international for meetings and events	<ul style="list-style-type: none">• Project Management skills• Ability to identify and pursue new opportunities for growth and collaboration• Experience of liaising with Companies House, HMRC accountants and/or the Charity Commission• Experience of providing business advice and guidance• Website maintenance and social media experience• Experience of working in the science, engineering or technology sector• Experience of working in a membership organisation, charity and/or professional body

4. REWARDS AND BENEFITS

- Salary:** Starting at £38,000 rising to £42,000. Salary scales effective from 1 April 2024 and are normally reviewed on 1 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.
- 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 twenty-five working 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.
- 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.
- The principal offices are on the first floor of the building with the ground floor being used, for reception, meetings, and services.
- 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.
- IPEM promotes flexible working for staff. After 6 months of employment, IPEM will agree, where appropriate and at its discretion, to an employee working either permanently at home, regularly at home or from home on an ad-hoc basis.
- Team:** IPEM employs 25 members of staff and has a staff training budget. It also operates annual appraisals, with informal 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.