Royal College of Emergency Medicine

November 2026

Executive Assistant

Job Description

Responsible to	Governance Manager
Key working relationships	The College Officers, Chief Executive and other employees, College Members and Fellows, relevant staff from other Colleges, commercial organisations, the media and the public.
Grade	3
Contract	12-month fixed term
Job Purpose	Undertakes the role of Executive Committee and Honours Committee Secretary organising meetings, agenda and minutes and correspondence. Supporting the Governance Manager with management of Council, Trustees and Audit and Risk Committee. Provides support to the Chief Executive and President with organisation, scheduling, correspondence and meetings. Takes responsibility and ownership of CEO office organisation, project management, deadline compliance, and important documents and files.

Key Responsibilities

Supporting the President and CEO by:

- Organising and scheduling meetings, preparing meeting agendas, performing research for meetings, and taking minutes during meetings
- Booking business travel arrangements, including flights, transportation, and accommodation for the CEO and President
- Maintaining office correspondence, crafting routine electronic correspondence, managing follow up to help the President and CEO
- Manage projects and follow-up with team members where required
- Manage the diaries and schedules of CEO and President
- Liaising with stakeholders and organisational guests
- Solving simple IT problems and contact the IT department when necessary for assistance.
- Maintain electronic filing system, ensuring processes and software are up to date and in working order
- Maintain a strong working relationship with other relevant departments, including IT, HR, and PR
- Liaise with other employees and stakeholders on behalf of CEO

Supporting key Committees through:

- Communicating with Board, Council and Executive Committee Members, scheduling meetings, booking hotels and meeting venues
- Ensuring iMIS is up to date for Council, Trustee Board, Honours and Audit and Risk Committee.
- Provide support to various Committees including the Honours Committee, Managers Meeting and all staff meetings including:
- Liaising with the chair regarding agenda and minutes, distribution of papers, and following up key actions.
- Supporting the work of the Committees including reviewing applications for College Honours, ensure appropriate medals, certificates and gifts are prepared for the AGM and Diploma ceremonies in a timely manner.

Values

Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.

This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.

This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.

Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.

This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.

Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.

This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

Person Specification

Essential	Desirable
Qualifications	
	• Additional relevant personal development • Graduate
Practical experience	
• Executive Support Experience • Used to organising self and managing to deadlines	• Understanding of good governance and financial management
Skills	
• Project Management • Communication Skills (written and oral) • Time Management • Workload Management • Leadership • Organisational skills • Teamwork	• Able to influence without authority
Knowledge	
• Good working knowledge of MS Office including Outlook, Word, Excel and PowerPoint • Principles of budget management & project skills • Supporting Committee and Board work through Committee Secretary duties	• Understanding of the role of medical Royal Colleges • Charity Governance experience and/or knowledge
Personal qualities	
• Commitment to uploading the College Values • Diplomatic • Discrete • Strong attention to detail • Persistent • Self-motivated • Knowledge of the NHS and heath sector issues across a range of policy areas	

Policies & Guidelines

College Policies and Procedures

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

Confidentiality

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Risk Management

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Equal Opportunities

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

Additional Information

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.