



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Subscriptions and Membership Support Officer

**Salary Scale – Grade 3 - £22,782 – 0.6FTE - permanent
Glasgow**

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff. Together, our clinicians, all of whom give their time freely to the work of the College, and staff are committed to providing an innovative, relevant and inspiring programme of activity across the College, with the ultimate aim of enhancing patient safety.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiring, and we are committed to living these values and behaviours through the way we work and interact with each other.

The Role

Ultimately reporting to the Membership Support Manager, the Subscriptions and Membership Support Officer will be primarily responsible for the accurate collection of membership subscriptions and related fees. In doing so the post holder will accurately maintain the applicable data on the CRM database, deliver a first-class member experience, promote the value of membership, and support the planning around membership renewals.

S/he will be part of a cohesive, agile, responsive and flexible team, and in addition to their primary responsibility above will support their colleagues in the Membership Support team through a range of advice and support services to all members and prospective members, across all Faculties, from the point of admission. S/he will be highly knowledgeable on the career pathways and membership benefits for clinicians at all career stages.

S/he will also have a close working relationship with the other teams across the College, in particular the Finance Team, providing seamless and effortless customer service for members and prospective members.

On reviewing the information should you decide to apply for the post please do so **via S1jobs**.

The closing date is Monday 24th January 2022 at 12 noon.

If you have any queries please contact HR@rcpsg.ac.uk or access the recruitment package at <http://rcp.sg/careers>.

A Charity Registered in Scotland: Charity Registration Number SC000847