

**Faculty of Sexual and Reproductive Healthcare (FSRH)  
10-18 Union Street, London SE1 1SZ**

**Job description - Education Development Officer**

<b>Job title</b>	Education Development Officer - Permanent
<b>Department</b>	Education & Training
<b>Band</b>	£27,598 - £30,967 per annum + benefits
<b>Reports to</b>	Head of General Training
<b>Hours/week</b>	35
<b>Location</b>	The FSRH office is based in London however, we support hybrid working.

**Purpose Statement**

The Faculty of Sexual and Reproductive Healthcare (FSRH) are the leaders in the field of sexual and reproductive healthcare, and we are the voice for professionals working in this area. As a multi-disciplinary professional membership organisation, we set clinical guidance and standards, provide training and lifelong education, and champion safe and effective sexual and reproductive health care across the life course for all. We are a small team of staff based at London Bridge and across the UK, and a commissioned Clinical Effectiveness Unit based in Edinburgh. You can find out more at [www.fsrh.or](http://www.fsrh.or)

**Role and responsibilities:**

This role will work closely with fellow Education Development Officers and report into the Head of General Training to:

- Develop, build and maintain educational products for UK and international audiences. This includes end-to-end product development, ownership, and quality assurance of the journeys. Examples include post graduate qualifications supporting the provision of sexual reproductive healthcare, as well as development of new courses and CPD activities.
- Preparing reports in order to inform management decisions.
- Offer excellent support to candidates, learners and members to progress their qualifications and support their development.
- To liaise across teams and with third party suppliers to maintain and improve our products.
- Develop administrative processes (on our Learning Management System and CRM) for new products and improve existing ones.
- Support the monitoring & evaluation of education and training products and produce reports that support informed decision making.
- Administrative support for allied committees and working groups, including agendas, minutes and creation of reports.
- Any other ad hoc duties as required.

**About You:****Skills, Knowledge and Experience:**

- Minimum of 2 years' experience working within a Learning and Development, or education equivalent function is essential.
- Developing and building learning courses/programmes, or educational interventions across a wide range of audiences.
- Building digitally delivered products/ interventions.
- Configuring and working with learning management systems.

*This job description and person specification is a statement of requirements of the job at the time of writing. It should not be seen as precluding future changes after appointment to this role. Last updated March 2023*

- Stakeholder management and the ability to engage support across all levels.

**Desirable but not essential:**

- L&D/Training related qualifications such as CIPD/CTP/Coaching.
- Learning analytics and interpretation of data to produce meaningful reports and information.
- Developed or maintained assessment frameworks and question banks.
- Project experience.
- eLearning instructional design experience.
- Medical education qualification or experience.

**Personal Attributes:**

- Creative and innovative - able to look at problems from different angles.
- Ability to self-manage and work proactively and efficiently to defined processes.
- Able to assimilate information quickly to understand the organisational environment and culture.
- Effective communicator with stakeholders at all levels.

**Qualifications:**

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| <ul style="list-style-type: none"><li>• Educated to Degree Level (or equivalent experience)</li><li>• CIPD Certificate in Training (or equivalent)</li></ul> | <ul style="list-style-type: none"><li>• Essential</li><li>• Desirable</li></ul> |
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**How to apply**

Please send your CV and covering letter to [slambert@fsrh.org](mailto:slambert@fsrh.org)

Closing date is 18:00hrs on Friday 7 April 2023.

If you have any additional questions, please contact [recruitment@fsrh.org](mailto:recruitment@fsrh.org)

We value diversity, promote equality and encourage applications from people of all backgrounds. We are working hard to minimise unconscious bias and your application will be anonymised to support this.

**NB: In order to fulfil this role you should be resident in the UK with a valid right to work; we are unable to sponsor people requiring a work visa.**