



# Events & Courses Coordinator (temporary contract)

## Job description

Please submit your tailored CV and cover letter (no more than 2 pages) to [slambert@fsrh](mailto:slambert@fsrh) by 31 March 2023

## Our Purpose

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.org](http://www.fsrh.org).

**Do you have a proven track record of delivering events and courses both online and in person? Are you organised, process driven and have a passion for working with a wide range of professionals? If so, we'd love to hear from you!**

## About You

We are looking for an experienced events professional to help us to deliver a number of educational activities to a range of clinicians.

- You will be an organised, efficient, multi-tasker who thrives on the challenge of delivering a quality, pacey portfolio.
- You will be confident with people, following processes, meeting deadlines and using a variety of digital systems.
- As an excellent communicator you will be comfortable collaborating with your team and others including sharing your ideas to support continuous improvement.
- You must have previous experience of hosting online events and/or courses.
- Your goal will be to offer the best user experience possible.

We value diversity, promote equality and encourage applications from people of all backgrounds.

**Read on to find out more information about the role, benefits of working for us and how to apply.**

## Role overview

### Job title

Events & Courses Coordinator, (temporary contract)

### Department

Education & Training

### Salary

Circa £130.00 per day

### Reports to

Events Manager

*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.*

**Liases with**

Education & Training team, Membership Engagement team, Clinicians/members, various suppliers.

**Hours/week/term**

Up to 35 hours per week for 10 weeks starting immediately

**Location**

The FSRH office is based at London Bridge. We adopt a hybrid working model and we are open to considering remote working for the right person.

**Dimensions and limits of authority**

No budgetary or staff management.

**Role responsibilities**

- Deliver the full events lifecycle including managing progress and problems pre, during and after the event.
- Update the website and other related copy.
- Act as a point-of-contact for all participants including resolution of queries.
- Manage registration and bookings including work with the Finance Team on payments
- Collate feedback to support lessons learned and continuous improvements.
- Monitoring & evaluation and reporting