



# Executive Assistant to President and Office Manager – Part Time (28 hrs per week)

## Role description

For application details please see last page.

Deadline is 28 February 2024 .

## Who we are

The Faculty of Sexual and Reproductive Healthcare (FSRH) is the leader 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 healthcare across the life course for all.

You can find out more at [www.fsrh.org](http://www.fsrh.org)

## Are you an experienced Office Manager and EA who has worked in a fast-paced environment seeking a new opportunity?

We are recruiting an Executive Assistant to the President and an Office Manager to join our expanding Finance and Operations Team. Working together with a part-time Executive Assistant to the CEO and Finance and Operations Administrator, you will ensure the smooth running of the President's office, together with office management at the FSRH.

With responsibility for organising the Board of Trustees, Annual General Meeting, and the Equality, Diversity, and Inclusion Committee, you will be experienced in minuting, preparing, and organising formal meetings. You will have very strong administration and organisation skills in order to administratively lead on the FSRH's governance programme, running the quarterly committee administrative group, and filing returns at Companies House and the Charity Commission. Furthermore, you will oversee the annual meeting calendar ensuring the smooth running of the FSRH office.

Diary management is an essential part of the role, as you will be responsible for the President's diary and ensuring they are prepared for all meetings and providing high quality EA support.

Excellent communication skills, both written and verbal, are essential, as you will be working with a wide range of stakeholders to help foster a positive working relationship within the organisation.

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

Executive Assistant to President and Office Manager

### Department

Finance and Operations

### Band

Band 4 £31,196.80 - £33,216 pro rata (based on an FTE of £38,996 - £41,520)

### Reports to

Director of Finance and Operations

### Liases with

Executive Assistant to CEO and Finance and Operations Administrator, CEO, Director of Finance and Operations, President, Officers, Partner organisations, all staff, members (healthcare professionals), external companies, Committee chairs, RCOG colleagues.

### Hours/week

Part-time, 28 hours per week.

### Location

Hybrid working with ability to flexibly spend time at FSRH offices in London Bridge and working from home with at least two days in the office and occasionally more if work demands.

### Dimensions and limits of authority

Staff management of Executive Assistant to CEO and Finance and Operations Administrator.

## Role responsibilities

### President, Office Management and Committees/Meetings

- Overseeing of agendas and papers for the Board of Trustees, Annual General Meeting, and the Equality, Diversity, and Inclusion Committee.
- Overseeing the smooth running of the Board of Trustees, Annual General Meeting, and the Equality, Diversity, and Inclusion Committee; booking of rooms, refreshments for in-person meetings, and Team/Zoom links for virtual meetings.
- Minuting for the Board of Trustees, and the Annual General Meeting.
- Noting of decision and actions for the Equality, Diversity, and Inclusion Committee.
- Administratively lead on FSRH governance planning process, elections, filing at Companies House and Charity Commission.
- Running the quarterly Staff Governance group; noting decision and actions with follow-up on actions and updating staff as and when required of new implementations within the FSRH.
- Supporting the Faculty governance planning process coordinating an overarching annual meeting planner.

*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 January 2024.*

**Executive Support to the President**

- Managing the President’s diary and ensuring they have the necessary papers required for meetings.
- Actioning any meetings as and when required by the President.
- Draft correspondence and email replies.

**Office Manager**

- Management of Executive Assistant to CEO and Finance and Operations Administrator; one-to-ones, appraisals, training, and covering as and when required.
- Overseeing all aspects for the smooth running of the faculty’s office space.
- Assist with providing Information on Governance activity.

**General duties**

- To feed into and support the improvement of processes and systems to support the continuous modernisation of FSRH’s day-to-day operations.
- To work flexibly with the Executive Assistant to CEO and Finance and Operations Administrator; to cover role as and when required.
- Help and support within the Finance and Operations team as and when required.
- To uphold our FSRH organisational values: We care. We collaborate. We enable. We include. We strive.

**Person specification**

Qualifications and training	Essential / desirable
<ul style="list-style-type: none"> <li>• Educated to A Level standard or equivalent skills demonstrated</li> <li>• Professional secretarial / administration qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Desirable</li> </ul>
Previous experience	
<ul style="list-style-type: none"> <li>• Experience of working confidentially, in a busy stakeholder role.</li> <li>• Experience of minuting governance committees.</li> <li>• Experience of noting actions and decisions for committees and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> </ul>

*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 January 2024.*

<ul style="list-style-type: none"> <li>• Experience of organising all logistical arrangements around committees, meetings and annual general meetings.</li> <li>• Proven experience in office administration and senior-Level PA roles including diary management and correspondence together with agenda preparing and meeting decisions and actions.</li> <li>• Experience in office management, to ensure the smooth running of the FSRH office.</li> <li>• Experience of writing documents to a high standard without supervision.</li> <li>• Prior experience of responsibility for governance or regulatory obligations (e.g., filing returns with the Charity Commission and Companies House).</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> </ul>
<p><b>Key skills and attributes</b></p>	
<ul style="list-style-type: none"> <li>• Excellent Microsoft Office skills in particular knowledge of Office 365.</li> <li>• Excellent, clear telephone manner and the ability to signpost information.</li> <li>• Excellent understanding of confidentiality, and the ability to remain professional and positive under pressure.</li> <li>• Proactive in making recommendations for improving existing systems and keen to learn where appropriate.</li> <li>• Strong and positive communication skills with the ability to communicate assertively and clearly at the most senior levels inside and outside the organisation.</li> <li>• Outstanding attention to detail and proof-reading abilities.</li> <li>• Willing to work flexibly and respond to changing priorities.</li> <li>• Excellent time-management and prioritisation skills.</li> <li>• An interest in sexual and reproductive healthcare.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> </ul>
<p><b>Competencies</b></p>	
<ul style="list-style-type: none"> <li>• <b>Attention to detail:</b> accomplishes tasks with thoroughness, accuracy and reliability.</li> </ul>	

*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 January 2024.*

- **Team working:** builds and develops appropriate relationships with colleagues, member and suppliers at all level of seniority. Committed team player, with the ability to motivate others.
- **Adaptability/flexibility:** maintains effectiveness in a changing environment. Able to be flexible in approach to work without losing sight of key objectives.
- **Communication:** expresses ideas effectively and conveys information appropriately and accurately both verbally and in writing.
- **Resilience:** maintains performance under pressure and / or opposition.
- **Analysis/reasoning:** examines data in order to grasp issues, draw conclusions and solve problems.

## Our benefits

We offer a range of benefits at FSRH to support staff wellbeing, including:

- 25 days holiday, with an additional 2 days leave after 2 years of service, and a further 3 days after 5 years.
- Birthday leave
- Flexible working culture
- Pension and life assurance scheme:
- 10% employer contribution / 5% employee contribution after successful completion of probation. This also includes access to life assurance at 4x annual salary and an income protection scheme.
- Employee Assistance Programme (EAP)
- Employee discounts portal
- Free Lunch Thursday
- Interest free season ticket travel loans
- Childcare vouchers
- Enhanced maternity, paternity & adoption pay
- Free eye tests
- Training and development
- We want our staff to feel invested in and have the time and space to grow, learn and develop in their roles. We provide a range of learning and development opportunities, from webinars and conferences to bespoke training sessions.

*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 January 2024.*

## How to apply

Full details of how to apply can be found on our website [www.fsrh.org](http://www.fsrh.org).

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

Deadline for applications is 28 February 2024.

Interviews are likely to take place on 5 March 2024

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

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

**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.**



*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 January 2024.*