

FACULTY OF SEXUAL AND REPRODUCTIVE HEALTHCARE
At the RCOG, 27 Sussex Place, London NW1 4RG

JOB DESCRIPTION

Job title	External Affairs and Standards Officer
Department	External Affairs and Standards
Grade	Band 2 (£24,750, rising to £27,500 after 1 year)
Reports to	Head of External Affairs & Standards
Liases with	All staff, external organisations, policy makers, partners, journalists, chairs of committees
Hours/week	35 (but will consider a 28 hour week for pro rata salary also)

FSRH and the Team

The Faculty of Sexual and Reproductive Healthcare (FSRH) is the largest UK professional membership organisation working at the heart of sexual and reproductive health (SRH), supporting healthcare professionals to deliver high quality care. It works with its 15,000 members, to shape SRH for all. It produces evidence-based clinical guidance, standards, training, qualifications and research into SRH. It also delivers conferences and publishes The Journal of Family Planning and Reproductive Health Care.

The remit of the External Affairs & Standards Team is to provide external communications and influencing in order to promote the goals set out in FSRH's Vision, 3 Year Strategic Goals 2015-2017, and accompanying Policy & Influencing Strategy, through the promotion of the highest clinical and policy standards in the field of sexual and reproductive healthcare. In addition, the External Affairs & Standards Team oversees the monitoring, influencing and deployment of Speciality and Consultant workforce posts.

Purpose of the role

To work with the Head of External Affairs & Standards, taking an integral role in helping produce and develop the outputs of the External Affairs & Standards Team, ensuring that the team operates efficiently and effectively including the production of high quality policy work and maximising the influence of its membership.

Main duties and responsibilities

- To monitor the external environment for issues that may impact on SRH care, and help identify, analyse and grasp opportunities to influence policy relevant to FSRH's work.
- To produce policy briefings for senior members of staff and external stakeholders as relevant.
- To work with FSRH members to gather high quality data to influence policy at a local and national level.
- To advise on and produce responses to external consultations issued by Government departments and other relevant agencies, consulting with members and drawing on relevant policy documents. Then to log these responses and help respond to their outcomes.
- To develop policy and position statements reflecting FSRH's stance on a wide range of issues relating to SRH, for use in the external environment.
- To produce external-facing copy, including for press statements and releases and to assist FSRH in being reactive to relevant issues in the media. Also circulate and sell-in press releases as required, then monitor coverage and prepare evaluation reports.
- Arrange appropriate media training for spokespeople, and help place relevant spokespeople for media interviews. Also meet journalists and foster good relations with the media.
- Help lead engagement with FSRH members, policy makers and the wider public using social media.
- To support the development of the External Affairs & Standards Team's systems and processes making recommendations for improvements to ensure the team is efficient.
- To provide an exemplary, professional service (including minute taking) to designated committees and working groups which fall within the remit of the External Affairs & Standards Team, supporting Council, Officers and others as necessary.
- To liaise with relevant committee members to support the successful completion of their work programmes.
- To support key projects that fall under the remit of the External Affairs & Standards, liaising with Chairs and helping to ensure the successful outcome to this work.
- To stand in for other members of the External Affairs & Standards Team as required.

General duties of a FSRH employee

- To feed into and support the improvement of processes and systems to support the continuous modernisation of the day-to-day operations of FSRH.
- As required, help represent the FSRH at conferences, seminars or external working groups.
- Any other duties as may be needed as part of the effective operation of FSRH.

Signed by job holder:

Date:

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PERSON SPECIFICATION

Qualifications/Training	Essential/ Desirable
<ul style="list-style-type: none"> • Educated to A Level standard or equivalent • Educated to Degree Level 	<ul style="list-style-type: none"> • Essential • Desirable
Previous experience	
<ul style="list-style-type: none"> • Experience of working in a policy or communications environment • Experience of working independently in a pressurised administrative environment. • Proven committee secretarial experience, including the minuting of meetings, etc. • Prior experience of research and or experience of working within a research-based role. 	<ul style="list-style-type: none"> • Essential • Essential • Desirable • Desirable
Key skills/Attributes	
<ul style="list-style-type: none"> • Excellent Microsoft Office skills • Excellent communication skills, oral and written • Outstanding attention to detail • Excellent prioritisation and time-management • Social media skills • Research skills • Project / event management 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Desirable • Desirable

Competencies	
<ul style="list-style-type: none"> • Attention to detail: accomplishes tasks with thoroughness, accuracy and reliability. • 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. 	