

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

JOB DESCRIPTION

Job title	External Affairs and Standards Assistant
Department	External Affairs and Standards
Grade	Band 1 (£22,889 - £26,271)
Reports to	Head of External Affairs & Standards
Liaises with	All staff, FSRH members (doctors and nurses), external organisations, policy makers, partners, journalists, and relevant FSRH Committees
Hours/week	35

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 and Strategy. This is achieved through the promotion of the highest clinical and policy standards in the field of sexual and reproductive healthcare, including around the provision of contraception and abortion. In addition, the External Affairs & Standards Team oversee the monitoring, influencing and deployment of Speciality and Consultant workforce posts across the UK.

Purpose of the role

This role is designed to support the work of the External Affairs & Standards Team, ensuring that it operates efficiently and effectively including the production of high quality policy and influencing work, internal committee administration and media output.

Main duties and responsibilities

- 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 committees in the successful completion of their work programmes.
- To monitor the external environment for issues that may impact on SRH care, and FSRH members, and help identify, analyse and grasp opportunities to influence policy relevant to our 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.
- Gathering data, opinion and evidence to inform responses to external consultations issued by Government departments and other relevant agencies. Then to draft these responses and log them.
- To assist with, and where appropriate, produce external-facing copy, including for press statements and releases and to assist FSRH in being reactive to relevant issues in the media, publishing items on website where required.
- To assist with engagement of FSRH members, policy makers and the wider public using social media.
- To assist with the organisation of policy-focused events organised by the External Affairs & Standards Team.
- To administer and support the External Affairs & Standards Team's systems and processes according to FSRH policies.
- To co-ordinate the development and dissemination of FSRH Standards, and look for opportunities to promote these Standards.
- To co-ordinate and participate as required in FSRH processes for monitoring and reviewing job descriptions for the SRH Consultant workforce. To organise FSRH input into interview panels as required, and collect data regarding appointments as appropriate.
- 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 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 in a relevant subject 	<ul style="list-style-type: none"> • Essential • Desirable
Previous experience	
<ul style="list-style-type: none"> • Experience of working independently in a pressurised administrative environment. • Proven committee secretarial experience, including the effective minuting of meetings, etc. • Experience of working in a policy or communications environment • Prior experience of research and or experience of working within a research-based role. 	<ul style="list-style-type: none"> • Essential • Desirable • 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 • Desirable • 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.	