



Transformation Programme Manager

Role description

For application details please see page 9.

Deadline is 9am on Monday 13th June 2022.

Who we are

We are the Faculty of Sexual and Reproductive Healthcare (FSRH). We are the largest UK multidisciplinary membership organisation working at the heart of sexual and reproductive health (SRH), supporting 14,500 healthcare professionals to deliver high-quality care.

We offer:

1. evidence-based clinical guidance and standards
2. a range of qualifications, education and training in sexual and reproductive healthcare (SRH)
3. membership benefits, including our BMJ SRH Journal; webinars and events
4. a CSRH specialty programme that trains future consultants in SRH.

We provide an important voice for SRH professionals. We influence policy and public opinion working with national and local governments, MPs, commissioners, policymakers, the media, patient groups and other decision-makers. We have 28 staff and are growing, and we have a commissioned Clinical Effectiveness Unit based in Edinburgh. Our offices are based in London Bridge. You can find out more at www.fsrh.org.

Are you a talented project manager with experience of transformation and change programmes looking for an exciting new opportunity to make a difference?

At the FSRH we are undergoing a period of transformation to develop the organisation in order to provide the best quality of benefit to our membership, sexual and reproductive healthcare professionals and service user care. In order to support this transformation activity, and ensure an effective management approach, we are seeking a Transformation Programme Manager, initially for 6 months but with scope for extension.

Working directly with the CEO and senior business leads, this is an exciting opportunity to join the largest UK SRH professional membership organisation at the outset of this programme.

The programme is multifaceted covering organisational development, enhancing organisation resilience, digital transformation and educational product development. You will be required to work with the CEO to design and implement the programme governance, reporting and a risk management framework, plus develop a programme plan to ensure good monitoring and robust project management. You will be required to liaise with business leaders for elements of programme delivery and support the implementation of best practice project management.

Qualified to degree level with a Prince 2 qualification, it is essential that you have transformation project management experience across a variety of projects, are highly organised with meticulous planning skills in order to create timelines, monitor progress with

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robust project discipline. Attention to detail is a given along with adaptability, flexibility and being solution focused.

Excellent communication skills with the ability to communicate with confidence, and engage with all parties, you must also demonstrate the ability to engage with business users to create a sense of collaboration amongst team members and have the ability to foster positive and effective working relationships.

Ideally you will have experience of digital project delivery, project budgeting and business procurement implementation.

This role is offered 21 hours per week (exact working pattern to be discussed) and we are looking for someone to start as soon as 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

Transformation Programme Manager (6 months FTC with scope for extension)

Department

Chief Executive's Office

Band

c£50K per annum (pro rata 3 day a week c£30K per annum)

Reports to

Chief Executive

Hours/week

21 hours per week (exact pattern to be agreed)

Location

Hybrid working with ability to flexibly spend time at FSRH offices in London Bridge and working from home.

Role responsibilities

The Faculty of Sexual and Reproductive Health (FSRH) is undergoing a period of transformation to develop the organisation and provide the best quality of benefit to our membership, sexual and reproductive healthcare professionals and service user care.

The transformation activity will be delivered via a multi-faceted programme, which will include a series of projects including:

- Organisational Development
- Enhancing organisational resilience through ways of working, processes and tools
- Digital transformation
- Educational product development

We are at the outset of this exciting transformation programme, and work to initiate the programme will commence during summer 2022. To support our transformation activity and ensure an effective and robust programme management approach, we are seeking a Transformation Programme Manager to work directly with the Chief Executive and senior business leads to set up the programme and implement structures and programme processes. The successful candidate will work with the CEO to deliver the following:

- Design and implement programme governance
- Design and implement programme reporting
- Create programme ways of working including documentation and quality standards
- Implement a programme risk management framework
- Develop a programme plan, ensuring all component project timelines are monitored and project dependencies mapped
- Support and monitor programme resource allocation, estimating workloads and timelines

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- Liaise with business leads and where relevant to programme activity, project staff or specialist experts the FSRH recruits for elements of programme delivery
- Create a framework for change requests and scope control
- Support the finance team with programme budget monitoring
- Support the implementation of best practice project management across the breadth of the programme
- Design and implement a programme communications strategy, including leading on programme reporting (written and verbal) into FSRH senior governance structures
- Close down component programme projects upon completion, carrying out lessons learnt activities and identifying future improvements
- Provide hands on project management where the CEO identifies a project with need for expert project resource input
- Perform any other duties directed by the CEO

The role is offered for six months in the first instance, with an expectation that the opportunity may be extended further into 2023.

Person specification

Education requirements

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • Qualified to degree level (or demonstrable equivalent experience) • Prince 2 qualification (or equivalent course or experience) 	

Experience

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • Transformation / change project management experience, across a variety of projects from set up to completion • Proven ability to oversee an effective project/programme environment ensuring robust project discipline • Demonstrable experience and credibility to be able to quickly engage with business users and create a sense of collaboration amongst members of the project/programme • Experience using Prince2 methodologies 	<ul style="list-style-type: none"> • Experience of programme management • Experience of digital project delivery • Experience of business analysis, procurement, process review and implementation

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Skills and abilities

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • Highly organised, with meticulous planning skills and attention to detail • Fosters positive and effective working relationships • Communicates clearly with confidence and able to translate <i>technical</i> project management matters into language appropriate to a lay audience • Solution focussed and able to develop mitigation to overcome matters that may prevent project progress • Comfortable managing multiple projects at the same time with a pro-active and flexible approach to work • Ability to create project and programme plans, with milestones, timelines, critical review points and mapped dependencies • Accurately records risks and issues, offering mitigation and understanding the thresholds for escalation into appropriate governance structures • Able to mentor and support staff colleagues in project management techniques • Effective time management and able to successfully manage competing priorities, work under time pressure and adhere to deadlines • Negotiating and influencing skills • Excellent verbal and written communications skills, including to Board level audiences • Ability to produce or edit complex documents • Excellent computer skills (e.g. using MS Office, including Word, Excel and PowerPoint) 	<ul style="list-style-type: none"> • Ability to design project/programme governance structures appropriate to wider organisational governance • Working knowledge of project budgeting and resource allocation procedures

Other requirements

Essential criteria	Desirable criteria
<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 	

Our values

We developed five values as part of our 2020-25 strategic plan, in collaboration with FSRH staff and our Officers. Our five values inform our work, culture and behaviour here at FSRH.



Our benefits

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

- **Generous holiday entitlement**
25 days pro-rata, with an additional 2 days leave after 2 years of service, and a further 3 days after 5 years.
- **Flexible working culture**
We are open to flexible working. Our flexi-time policy helps you to balance your work and home life, with staggered start and finish times.
- **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)**
Access to 24/7 confidential telephone counselling and advice on a wide range of work and personal issues to support your work-life balance.

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- **Employee discounts portal**
Access to a range of discounts from brands including Apple, Sainsburys and The White Company, as well as independent shops.
- **Interest free season ticket travel loans**
Available when buying a travel season ticket, deducted from your salary on a monthly basis.
- **Enhanced maternity, paternity & adoption pay**
Supporting you financially during this time in your life.
- **Free eye tests**
We will reimburse you the cost of your annual eye test as well as the cost of basic glasses / contact lenses, if required for work use.

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 training sessions on specific topics.

How to apply

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.

To apply, please share your CV and a covering letter stating how you meet the job criteria (no more than 2 pages) to stephanierough@dittonhr.co.uk

Your cover letter should outline why you are applying for the role, and how you meet the person specification criteria.

Deadline for applications is at Monday 13th June at 9am.

Interviews are to take place virtually in the morning of 21st June.