



# Workforce Lead

## Role description

For application details please see page 9.

Deadline is Monday 4<sup>th</sup> July 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 14,000 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](http://www.fsrh.org).

## **Are you highly organised, an excellent communicator and experienced in data analysis and report writing within fast paced environments? Are you looking for an exciting new opportunity to make a difference?**

The FSRH is looking for its first Workforce Lead to hit the ground running to support us in developing new key initiatives. This is an exciting time to join the FSRH, as we undertake a period of organisational transformation and growth. This role is part of a number of new posts we have created in order to develop the breadth of our work and meet the aims of our ambitious 2020-2025 strategic plan.

Reporting to the Director of Membership and Marketing and working closely with the Vice president of Workforce Strategy, you will be supporting new key FSRH initiatives including developing a Sexual and Reproductive Healthcare workforce survey and supporting a Nurse member Task and Finish Group.

Being highly organised, with proven experience of working independently in fast paced environments, and providing previous administrative support to committees, you will support the governance and running of the Workforce strategy portfolio, oversee the delivery of workforce objectives and support at least three committees.

A clear, confident communicator, who is solution focused and is able to foster positive working relationships you will act as a conduit for effective communication across the organisation liaising with all FSRH members and stakeholders, as well as colleagues.

Proven experience of working within policies and procedures, producing written reports and analysing and conveying data is essential.

This is a full-time hybrid role over 35 hours a week, 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**

Workforce Lead

**Department**

Membership Engagement

**Band**

Band 3 – (circa £32K)

**Reports to**

Director of Membership and Marketing

**Hours/week**

35 hours per week

**Location**

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

## Role responsibilities

The Workforce Lead role is a new position in the FSRH, and the successful candidate will be the first person to perform the role. The role sits in the Membership Engagement Team and will provide a key role in supporting the Director of Membership and Marketing and the Vice President, Workforce Strategy. This will include support to new key FSRH initiatives - the development of a Sexual and Reproductive Healthcare (SRH) workforce survey, report and resulting strategy, and support to a nurse member Task and Finish Group, aimed at developing the SRH nurse workforce.

- Support the governance and running of the FSRH Workforce Strategy portfolio
- Support the Vice President and Director in overseeing delivery of workforce objectives described in the FSRH 2020-25 strategic plan
- Provide administrative support to the committees of the FSRH Workforce Strategy portfolio as follows:
  - Workforce Development Committee and its related Working Groups
  - Specialty Doctor, Associate Specialist and Specialist Doctor (SAS) Committee
  - Nurse Member Task and Finish Group
- Liaise with relevant FSRH departments and committees in support of workforce activity
- Act as a conduit for effective communication across the FSRH regarding workforce activity, ensuring awareness, marketing and promotion to FSRH membership and stakeholders
- Maintain a Workforce Strategy risk register, offering solutions for risk mitigation
- *Provide liaison and administrative support where necessary to the FSRH-BASHH-BHIVA Mentoring Scheme*

*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 June 2022.*

- Support and coordinate the development of a UK Sexual and Reproductive Healthcare (SRH) Workforce Strategy, including:
  - Provide administrative and project support to an SRH Workforce Strategy project group, coordinating timelines, project activity, reporting and communications
  - Support the design and delivery of an SRH workforce survey
  - Support post survey analysis, identifying the key learning from survey data
  - Support the development, drafting and dissemination of an SRH Workforce Report
  - Support the development, drafting and dissemination of a UK Workforce Strategy
- Working with the Director and Vice President, identify the need for, initiate and support workforce projects when required
- Contribute to the wider work of the Membership Engagement Team
- Perform any other duties directed by the Director of Membership and Marketing

## Person specification

### Education requirements

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

### Experience

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> <li>• Experience of providing administrative support to committees including organising meetings and minuting taking</li> <li>• Experience of working independently in a fast-paced environment to manage time and prioritise workload</li> <li>• Experience of supporting/coordinating projects and working to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the healthcare sector and/or a membership organisation</li> <li>• Experience of risk management</li> </ul>

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<ul style="list-style-type: none"> <li>• Experience of working within policies and processes and using these to support improved service delivery</li> <li>• Experience of managing stakeholder relationships</li> <li>• Experience of producing written reports and presenting to stakeholders</li> <li>• Experience of analysis and interpretation of data</li> <li>• Experience of collating data to inform management decisions</li> <li>• Experience and credibility to be able to quickly engage with colleagues at all levels and create collaborative, effective working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing work via project management processes</li> </ul>
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### Skills and abilities

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> <li>• Highly organised, with meticulous planning skills and attention to detail</li> <li>• Understanding of project management documentation</li> <li>• Fosters positive and effective working relationships</li> <li>• Communicates clearly with confidence and able to translate complex matters into language appropriate to a lay audience</li> <li>• Solution focussed and able to develop mitigation to overcome matters preventing progress</li> <li>• Comfortable managing multiple pieces of work at the same time with a pro-active and flexible approach</li> <li>• Effective time management and able to successfully manage competing priorities, work under time pressure and adhere to deadlines</li> <li>• Excellent verbal and written communications skills, including to senior level audiences</li> <li>• Ability to produce or edit complex documents</li> <li>• Excellent computer skills (e.g. using MS Office, including Word, Excel and PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in preparing digital content to communicate complex information clearly</li> </ul>

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## Other requirements

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> <li>• Attention to detail: accomplishes tasks with thoroughness, accuracy and reliability</li> <li>• Team working: builds and develops appropriate relationships with colleagues, member and suppliers at all level of seniority</li> <li>• Committed team player, with the ability to motivate others</li> <li>• Adaptability/flexibility: maintains effectiveness in a changing environment</li> <li>• Able to be flexible in approach to work without losing sight of key objectives</li> <li>• Communication: expresses ideas effectively and conveys information appropriately and accurately both verbally and in writing</li> <li>• Resilience: maintains performance under pressure and / or opposition</li> <li>• Analysis/reasoning: examines data in order to grasp issues, draw conclusions and solve problems</li> </ul>	

## 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](mailto: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 9am Monday 4<sup>th</sup> July 2022.**

**Interviews are to take place virtually w/c 11<sup>th</sup> July 2022.**