



Office Administrator

Role description

For application details please see page 9.

Deadline is 25th July 2022 10am.

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:

- evidence-based clinical guidance and standards
- a range of qualifications, education and training in sexual and reproductive healthcare (SRH)
- membership benefits, including our BMJ SRH Journal; webinars and events
- 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 a commissioned Clinical Effectiveness Unit based in Edinburgh and an office in London Bridge. You can find out more at www.fsrh.org.

Are you an experienced Office Administrator who has worked in a fast paced environment seeking a new opportunity?

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

With particular responsibility for organising all arrangements for Council, Trustee and Senior Management Meetings, you will be experienced in minuting, preparing and organising formal meetings. You will have very strong administration and organisation skills and will be required to support the Faculty's governance programme. Furthermore you will oversee the annual meeting calendar and all aspects to ensure the smooth running of the office space.

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

Excellent communication skills, both written and verbal, are essential, as you will not only be working with a wide range of stakeholders, you will be responsible for on boarding new starters and helping to 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.**

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.

Role overview

Job title

Office Administrator

Department

Finance and Operations

Band

Band 2 (starting salary from £26,794 per annum + benefits)

Reports to

Executive Assistant/Office Manager

Liases with

Office Manager, CEO, President, Officers, Partner organisations, all staff, members (healthcare professionals), external companies, Committee chairs, RCOG colleagues.

Hours/week

Full time, 35 hours per week.

Location

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

Dimensions and limits of authority

No budgetary or staff management.

Role responsibilities

President's Office Management and Committee Servicing

- Minuting (formal) Board of Trustees, Council and AGM meetings and noting EDI, Officers and SMT meetings.
- Preparing agendas, papers and mailings for Board of Trustees, Council, EDI, Officers and SMT meetings (in conjunction with the CEO).
- Take charge of all arrangements for smooth running of Board of Trustees, Council, EDI, Officers and SMT meetings i.e., venue, equipment required, attendance, refreshments etc.
- Supporting the Faculty governance planning process coordinating an overarching annual meeting planner
- Support the organisation of the Annual General Meeting

Executive Support to the Chief Executive

- Managing the CEO's diary and ensuring they have the necessary papers required for meetings

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Office Management

- Coordination with managers and HR for the smooth recruitment and onboarding for new starters
- Maintenance of the contracts register and the central filling of contracts
- Overseeing all aspects for the smooth running of the Faculty's office space
- Lead on Information Governance activity

General duties

- To feed into and support the improvement of processes and systems to support the continuous modernisation of our day-to-day operations
- To stand in for other members of the team as 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"> • Educated to A Level standard or equivalent skills demonstrated • Professional secretarial / administration qualifications 	<ul style="list-style-type: none"> • Essential • Desirable
Previous experience	
<ul style="list-style-type: none"> • Experience of working confidentially, in a busy stakeholder role. • Experience of preparing for and minuting formal meetings for Boards of trustees, Management and Executive Committees. • Experience of organising all logistical arrangements around meetings and also AGMs. • Proven experience in office administration and senior-Level PA roles including diary management and correspondence together with agenda preparing and meeting minuting. • Experience of onboarding new starters and liaising with HR 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential

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<ul style="list-style-type: none"> • Experience in office management, to ensure the smooth running of the office space. • Experience of writing documents to a high standard without supervision • Prior experience of responsibility for governance or regulatory obligations (e.g. filing returns with the Charity Commission and Companies House) 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Desirable
<p>Key skills and attributes</p>	
<ul style="list-style-type: none"> • Excellent Microsoft Office skills in particular knowledge of Office 365 • Excellent, clear telephone manner and the ability to signpost information • Excellent understanding of confidentiality, and the ability to remain professional and positive under pressure • Proactive in making recommendations for improving existing systems and keen to learn where appropriate • Strong and positive communication skills with the ability to communicate assertively and clearly at the most senior levels inside and outside the organisation • Outstanding attention to detail and proof-reading abilities • Willing to work flexibly and respond to changing priorities • Excellent time-management and prioritisation skills • An interest in sexual and reproductive healthcare 	<ul style="list-style-type: none"> • Essential • Desirable
<p>Competencies</p>	
<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. 	

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- **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:

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- **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.
- **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 (no more than 2 pages) to stephanierough@dittonhr.co.uk

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

Deadline for applications is 10am on 25th July 2022.

Interviews will take place virtually w/c 1st August