

Part Time - Co-ordinator – FSRH Clinical Effectiveness Unit

Job Title:	Part Time - CEU Co-ordinator
Job Type:	Permanent
Hours:	Part-time 21 hours per week (0.6wte)
Department:	FSRH Clinical Effectiveness Unit
Salary:	£17,386 per annum pro rata 0.6wte (based on FTE of £28,978)
Reports to:	Head of Programme
Location:	Hybrid – FSRH Office (London Bridge) and home working.

Who we are:

The Faculty of Sexual and Reproductive Healthcare (FSRH) is the leader in the field of sexual and reproductive healthcare, and we are the voice for professionals working in this area. As a multi-disciplinary professional membership organisation, we set clinical guidance and standards, provide training and lifelong education, and champion safe and effective sexual and reproductive healthcare across the life course for all.

The Clinical Effectiveness Unit (CEU) at the FSRH develops a range of evidenced-based clinical guidance documents and responds to evidence enquiries. The Faculty's Clinical Quality portfolio also includes the Clinical Standards Committee, the Quality and Surveillance Committee and the Research Committee.

You can find out more at www.fsrh.org

Can you help us?

We are seeking a dynamic co-ordinator to join the CEU team supporting the development of clinical guidance and research enquiries as well as supporting the work of the wider clinical quality portfolio and its 3 committees.

As part of the new CEU team the postholder will work closely with the Head of the CEU, the Clinical Director and researchers, clinical fellows, and FSRH Clinical Quality Committee Chairs and members as well as clinical experts and stakeholders. Key duties will include planning and co-ordinating the work of the CEU as well as helping to develop and implement new processes and procedures for delivering guidance in conjunction other team members. The postholder will also co-ordinate the running of the 3 Clinical Quality Committees and facilitate the process of development of clinical standards.

The role:**Co-ordination and administrative support**

- Developing and managing filing systems, preparing and checking documents, ensuring that their presentation meets requirements

- Developing and maintaining databases, spreadsheets and other records systems.
- Co-ordinating and servicing meetings, including arranging teleconferencing facilities, preparing agendas and papers, minute taking, liaising with attendees and ensuring timely distribution of papers across the 3 committees in the clinical quality portfolio and Guideline Development Groups
- Facilitating the production of clinical quality materials, including editing and proofreading
- Co-ordinating the development and dissemination of FSRH standards including developing lists of stakeholders to distribute each new standard
- Providing efficient and effective administrative support to team members
- Data collection, analysis and reporting particularly in relation to Member Evidence Enquiries Service
- Developing and co-ordinating the reporting of CEU work to the FSRH governance committees
- Co-ordinating and supporting the recruitment of Guideline Development Group members including administering the recruitment process.

Planning and organisation

- Contributing to project planning of guidance - liaising with team members, other staff within FSRH and external organisations/stakeholders to ensure that deadlines are met.
- Providing project co-ordination support - developing operating systems and recording activities, tracking progress and contributing to process change and implementation.
- Checking that the relevant paperwork for projects has been received, chasing for contributions as appropriate
- Working with team members to identify and manage risk

Communication

- Acting as an initial contact point for external organisations and FSRH staff on matters relating to the work of the CEU
- Maintaining effective co-operative working relationships with external stakeholders and staff members within FSRH such as external affairs and the events team.
- Responding to written and verbal enquiries from a range of external organisations, ensuring these are handled appropriately and forwarded as necessary to the appropriate person/team
- Liaising with the web team to ensure that documents are loaded onto the FSRH website, and information on the website is accurate
- Providing initial advice and guidance to internal teams and external organisations on issues relating to work of the CEU
- Presenting information to stakeholders and other interested parties
- Drafting and collaborating with other team members on documentation, ensuring the standards for presentation are met.
- Liaising with FSRH External Affairs and Events Team for the smooth running of webinars and conferences relating to the work of the CEU
- Liaising with other FSRH teams and Committees regarding governance and oversight of the CEU work
- Any other duties considered necessary for the role

You be:

- Educated to degree level or equivalent skills demonstrated through knowledge of the role acquired through experience and evidenced through further training and development

You will have:

- Excellent Microsoft Office skills in particular knowledge of Office 365
- Excellent standards of numeracy and literacy and ability to synthesise information and data and present it clearly and precisely both verbally and in writing.
- Excellent interpersonal skills with a customer focussed approach and the ability to signpost information
- Excellent understanding of confidentiality, and the ability to remain professional and positive under pressure
- Proactive in improving existing systems and keen to learn where appropriate
- Strong and positive communication skills with the ability to communicate assertively and clearly at all levels
- Outstanding attention to detail and proof-reading abilities
- The ability to work flexibly and respond to changing priorities
- Excellent time-management and prioritisation skills
- An interest in sexual and reproductive healthcare (Desirable)
- Knowledge of medical terminology and how the NHS operates (Desirable)

You will have experience:

- Co-ordinating and planning multiple projects with often conflicting deadlines
- Developing and maintaining systems and processes and administrative procedures
- Working confidentially, in a busy stakeholder role, and liaising with a range of professional at all levels including clinicians, technical/researchers and project staff
- Providing support to committee meetings including organising and noting actions and decisions for committees and meetings
- Providing administrative support to a team
- Working with databases, systems and spreadsheets to manage enquiries and timelines
- Writing reports or documents to a high standard without supervision

Join our team and contribute to the development of nationally recognised guidance, promoting evidence-based clinical practice, and driving positive change in sexual and reproductive healthcare. Apply now and be part of our mission to improve patient care and professional practice.

Candidates will need to have the right to work in the UK and also be resident in the UK.

We will offer you:

A range of benefits at FSRH to support staff wellbeing, including:

- 25 days holiday, with an additional 2 days leave after 2 years of service, and a further 3 days after 5 years.
- Birthday leave
- Flexible working culture
- 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)
- Employee discounts portal
- Interest free season ticket travel loans
- Childcare vouchers
- Enhanced maternity, paternity & adoption pay
- Free eye tests
- Training and development
 - Access to an employee discount scheme across 100's of UK retailers
 - A free hot lunch on Thursday's when in the office
- 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 bespoke training sessions.

To Apply

A full job description can be found on our website www.fsrh.org.

Please send your CV and 1 page covering letter outlining your key experience to recruitment@fsrh.org

Deadline for applications is **Friday 9 February 2024 at 12pm**

Interviews are likely to be held on 20 and 21 February 2024.

If you have any additional questions or wish to discuss the role, please contact recruitment@fsrh.org

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

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.

NB: In order to fulfil this role you should be resident in the UK with a valid right to work; we are unable to sponsor people requiring a work visa.