

FACULTY OF SEXUAL AND REPRODUCTIVE HEALTHCARE
At the RCOG, 10-18 Union Street, London, SE1 1SZ

JOB DESCRIPTION

Job title	Senior External Affairs & SRH APPG Manager
Department	External Affairs
Grade	Band 4
Reports to	Director of External Affairs
Liases with	<p>APPG Chairs, APPG Funding Partners, APPG Members & audience, Parliamentarians & other influencers, press pertaining to APPG.</p> <p>Senior FSRH representatives including CEO, President and Vice President as delegated/ appropriate, other senior FSRH spokespeople, FSRH staff, senior leads across external organisations, policy makers, partners, eBulletin Editor.</p>
Hours/week	35

The All-Party Parliamentary Group on Sexual & Reproductive Healthcare in the UK

The All-Party Parliamentary Group on Sexual and Reproductive Health in the UK (APPG SRH) aims to promote awareness and understanding in Parliament of a range of issues relating to sexual and reproductive health across the life course (from menstruation to menopause and beyond).

The APPG is co-chaired by Diana Johnson MP and Baroness Barker and supported by the Faculty of Sexual and Reproductive Healthcare (FSRH), the Royal College of Obstetricians and Gynaecologists (RCOG), MSI Reproductive Choices UK, Organon and Bayer.

FSRH and the Team

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, representing 14,000 clinicians. As a multi-disciplinary professional membership organisation, we also 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 remit of the External Affairs Team is to influence policy and practice through evidence-based advocacy as well as to raise awareness of SRH among the public, and lead on FSRH external communications. It aims to develop policy, build partnerships in order to enhance influencing ability, and provide external communications inclusive of media relations to promote the goals of FSRH.

FSRH provides the Secretariat to the APPG SRH.

Purpose of the role

To manage the APPG on SRH, working with Chairs and funding partners to put in place a meetings programme, develop and promote APPG Inquiries and reports, build on funding programme of APPG to ensure sustainability, ensure the APPG adheres to Parliamentary rules, and ensure the APPG continues to grow and wield influence in its field.

As the Deputy to the Director and senior Manager in the team, this role plays an integral part in helping produce and develop the outputs of the External Affairs team, while advising on FSRH strategic issues where appropriate, and deputising for the External Affairs Director as required.

As Manager to the External Affairs Officer, this position also plays a key role in ensuring that the [FSRH Hatfield Vision](#) achieves its aims to improve reproductive healthcare for all. The role also provides oversight to the EA Officer's responsibility to help produce editions of the Sexual Health, Reproductive Health & HIV eBulletin, and assists the Director in seeking sustainable funding for the eBulletin.

The activity of the role is divided equally between providing the secretariat function to the APPG SRH, and managing policy, influencing and other activity pertaining to FSRH's External Affairs function including the FSRH Hatfield Vision.

Main duties and responsibilities

Management

- To line manage the External Affairs Officer
- To provide day-to-day managerial responsibility for deployment of the [FSRH Hatfield Vision](#) Engagement Plan, as well as initiation, and then organising of meetings and provision of secretariat to the Taskforce implementation group, charged with realising this Vision.
- To provide managerial oversight for the production of the bi-monthly, external [Sexual Health, Reproductive Health & HIV eBulletin](#), including management of the eBulletin Editor, and stewardship of the eBulletin's supporting partners.

Key duties- APPG

- To provide strategic level advice and work with APPG Chairs and supporting organisations to develop an annual programme of activity for the APPG.
- To work with APPG Chairs to plan, organise and manage APPG meetings throughout the year, including advising on themes pertaining to SRH; arranging speakers; and drafting summaries following meetings.
- To manage the consultation process for Inquiries undertaken by the APPG, to assimilate information, and draft Inquiry reports in collaboration with the APPG Chairs and supporting organisations.
- To organise and execute influencing within Parliament – where appropriate, in partnership with other sector organisations – around a range of policy issues, including organising debates, arranging meetings with key Parliamentary and policy stakeholders, drafting letters and preparing briefings.
- Where appropriate, to arrange and manage healthcare service visits for APPG Parliamentarians and other influencers to help build their understanding of high quality SRH.

Communications- APPG

- To manage the launch and influencing of APPG reports, including organisation of launch events as well as promoting findings to leading influencers through letters, briefings and meetings.
- To act as the point of contact to the APPG's Parliamentary membership and external audience, communicating regularly on the APPG's meeting programme and other key work.
- To produce briefings for MPs and Peers and other influencers on issues of importance pertaining to SRH which are subject to Parliamentary attention or process.
- To respond on behalf of the APPG to official consultations pertaining to SRH.
- To develop relationships on behalf of the APPG with relevant actors and organisations in the SRH community, such as politicians and policymakers.
- To manage the APPG's communications channels including email marketing, website and social media. To develop and administer the APPG's web pages, drafting content, and ensuring the pages remain up-to-date. To run, build and promote the APPG's Twitter account, regularly drafting content and responding as appropriate to relevant social media activity.

Administration- APPG

- To work with the Director of External Affairs and Head of Business Development to ensure the APPG's funding is sustained.
- To manage APPG support systems and processes, ensuring the APPG's membership remains quorate and completing relevant official Parliamentary forms and process as appropriate.
- To maintain and expand the APPG's membership, building interest in the work of the APPG amongst Parliamentarians.
- To ensure the APPG's Terms of Reference remain up-to-date and relevant.

Other duties- FSRH

Please note- many duties working as part of the External Affairs team at FSRH mirror much described in the above APPG duties, inclusive of stakeholder mapping, developing relationships and holding a meetings programme with influencers.

Other duties include:

- Deputising for the Director of External Affairs, feeding into business process and decisions as required, including CEO and Council reporting, provision of strategic level advice to President, and attending meetings with senior internal and external stakeholders as required.
- Participation in FSRH Leadership Team to help inform strategic priorities, as well as development of day-to-day functions of FSRH
- Under leadership of the Director of External Affairs to help influence policy and practice through evidence-based advocacy as well as to raise awareness of SRH among the public, developing and enhancing policy, building partnerships and providing external communications in line with FSRH Strategy.
- To monitor the external environment for issues that may impact on SRH, and help identify,

analyse and grasp opportunities to influence policy and public opinion relevant to FSRH's work, outlining FSRH's position/response to policy and public opinion developments.

- To produce policy briefings for the organisation's leadership including President, Officers and CEO as relevant.
- To advise on, assimilate evidence for and produce responses to external consultations issued by Government departments and other relevant agencies, consulting with members and drawing on relevant policy documents.
- To monitor the external environment for issues that may impact on SRH care, and help identify, analyse and manage opportunities to influence policy.
- To help manage FSRH's advocacy and engagement activity on policy issues relating to the abortion care agenda, including but not limited to decriminalisation of abortion in England and Wales and provision of abortion services in Northern Ireland.
- To manage key projects that fall under the remit of the External Affairs team.
- To stand in for other members of the External Affairs team as required.
- Any other duties as may be needed as part of the effective operation of both FSRH and the APPG SRH in the UK.

Signed by job holder:

Date:

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

PERSON SPECIFICATION

Qualifications/Training	Essential/ Desirable
<ul style="list-style-type: none"> Educated to Degree Level 	<ul style="list-style-type: none"> Essential
Previous experience	
<ul style="list-style-type: none"> Experience of working in a policy or communications environment. Experience of working independently in a pressurised administrative environment. Experience of running events Experience of developing credible policy positions and writing clear and precise policy briefings Experience of communicating oral and written information persuasively, constructively and in a manner suitable for specialist and non-specialist audiences Experience of analysing information and data to inform policy positions/briefings Experience of working or deputising within a Leadership Team Experience of running All Party Parliamentary Groups Managerial experience Experience of public-facing campaigning or advocacy Experience of providing organisational strategic-level advice Proven committee secretarial experience, including the minuting of meetings, etc. Experience of working in charity and/ or membership organisation 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable Desirable Desirable Desirable Desirable Desirable
Key skills/Attributes	
<ul style="list-style-type: none"> Ability to write clearly and concisely about complex issues Ability to manage a varied workload Excellent persuasion, negotiation and oral communication skills Ability to quickly grasp complex issues 	<ul style="list-style-type: none"> Essential Essential Essential Essential

<ul style="list-style-type: none"> • Outstanding attention to detail • Excellent prioritisation and time-management • Project / event management • Proven research skills • Experience of working in PR/ media relations • Ability to manage contracts • Social media skills • Knowledge of key policy developments within the fields of Sexual and Reproductive Health • Understanding of Professional and Clinical Standards issues 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Desirable • Desirable • Desirable • Desirable • Desirable • 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. • 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. 	