

**Faculty of Sexual and Reproductive Healthcare (FSRH), 10-18 Union Street, London SE1 1SZ**

<b>Job title</b>	Training Programme Lead (CSRH)
<b>Department</b>	Education & Training
<b>Band</b>	From £33,501 + benefits
<b>Reports to</b>	Head of General Training
<b>Liases with</b>	Key stakeholders: Education & Training team, Membership Engagement team, Clinicians/members, Regulatory bodies, statutory education boards, Various suppliers.
<b>Hours/week</b>	35
<b>Location</b>	The FSRH office is based in London however, we support hybrid working

**FSRH Purpose**

The Faculty of Sexual and Reproductive Healthcare (FSRH) are the leaders 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 health care across the life course for all. We are a small team of staff based at London Bridge and across the UK, and a commissioned Clinical Effectiveness Unit based in Edinburgh. You can find out more at [www.fsrh.org](http://www.fsrh.org)

## Role and Responsibilities

We're excited to be recruiting a **Training Programme Lead** (TPL) to oversee our Community Sexual & Reproductive Healthcare (CSRH) specialty training programme and support candidates on pathways to enter the General Medical Council's (GMC) specialist register.

Working collaboratively alongside senior clinicians, specialty trainees and others involved in postgraduate specialty training, our TPL will be responsible for programme administration, specialised member support and other key stakeholder relationships. The TPL will work closely with the Head of Specialty Training to deliver all aspects of the Community Sexual & Reproductive Healthcare Training Programme and support doctors who wish to gain specialist status on the GMC register. The TPL will provide:

- administration of the specialty programmes from recruitment to completion including supporting individuals to use digital platforms to help record and progress portfolios.
- support to specialty trainees, applicants of specialist registration, Educational Supervisors, Training Programme Directors, Portfolio Evaluators and all other stakeholders involved in delivering specialty recruitment and training.
- excellent stakeholder management with individuals and professional organisations including maintaining open and constructive relationships with the GMC, statutory education boards, medical colleges & faculties and others involved in postgraduate recruitment and training.
- high-quality administrative support for committees and associated working groups or panels to ensure the quality of the CSRH curriculum and assessment framework and other activities related to specialty training delivery and specialist registration.
- systematic monitoring, evaluation and reporting across the processes and programmes and proactively suggest & implement improvements.
- open channels of communication with teams and suppliers to maintain and improve products and user journeys.
- support for specialty related projects and areas of development.

## About You

We are looking for an efficient & methodical professional to join our dynamic and busy team. You will have a conscientious and proactive work ethic, with an ability to understand and navigate complex governance structures, digital platforms and administrative processes, using your initiative to provide solutions for issues and drive continuous improvements.

You'll be an excellent communicator with the confidence to develop and manage relationships with a range of internal and external stakeholders to ensure the regulatory requirements and standards of our specialty are maintained, alongside providing a positive experience for our trainees, trainers and all those we engage with.

*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 May 2023.*

**Skills, Knowledge and Experience (Essential):**

- Proven Stakeholder management experience with the ability to engage and offer support across all levels.
- Excellent administration skills aligned to the delivery of approved policies and processes.
- Experience in the use of a variety of digital platforms and comfortable in transferring digital skills to other systems.
- Ability to effectively plan, prioritise and communicate in a demanding environment.
- Analytics and interpretation of data to produce meaningful reports and maintain accurate information.

**Skills, Knowledge and Experience (Desirable):**

- Providing project coordination or support
- Volunteer management & support
- Experience of servicing committees
- Education qualification or experience working in education-related role(s)

**Personal Attributes:**

- Creative and innovative - able to look at problems from different angles and offer solutions.
- Ability to self-manage and work proactively and efficiently to defined processes.
- Able to assimilate information quickly to understand the organisational environment and culture.
- Effective communicator with the ability to work collaboratively with colleagues and stakeholders at all levels.

**Qualifications:**

Educated to A Level standard or equivalent.

**Our benefits:**

We offer 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.

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- 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

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.

#### How to apply

Please send a copy of your CV and covering letter to [recruitment@fsrh.org](mailto:recruitment@fsrh.org).

The closing date for this role is 12 June 2023.

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.