

Workforce Assistant

Job Title: Workforce Assistant

Job Type: Permanent

Hours: 21 hours per week (based on a FTE of 35)

Department: Membership and Marketing

Salary: Pro rata £15,607.20 - £17,913.60 (based on FTE £26,012 – 29,856)

Reports to: Member Services Team Lead

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.

You can find out more at www.fsrh.org

Can you help us?

We are seeking an organised and effective administrator to support our 'workforce' initiatives. The SRH Workforce is comprised of doctors, nurses and allied practitioners who deliver high quality care across the UK and beyond. The FSRH Workforce Assistant will support the needs of this workforce, working to support the delivery of our workforce strategy in partnership with the Director of Membership and Marketing and the Vice President of Workforce, administering the committees in the Workforce Portfolio and taking the lead in responding to the workforce-focused queries from our membership.

The role will initially report in to the Director of Membership and Marketing, before being transferred to the Member Services Team in due course.

The role:

- 1. Administer the Workforce Board of Council**
 - To provide committee support for the Workforce Board of Council and its two sub-committees.
 - This will involve setting meeting dates, sending invitations, dealing with queries, taking minutes and action points, and preparing papers.
 - Supporting with actions arising from the Board, including supporting the development of projects and programmes as directed by the Board.
 - Supporting the Director of Membership and Marketing in responding to queries from the Workforce Board of Council.
- 2. Administer and support the Mentoring Scheme**

- To act as a key point of contact and support for our forthcoming mentoring scheme, resolving member queries and ensuring the smooth running of the scheme.
 - This will require the post-holder to adopt a support role as a system administrator, using our dedicated member mentoring software to ensure a high-quality mentoring experience. Full training will be provided and previous experience is not necessary.
3. **Administer the Job Description Review process and the panel representation process**
- To act as a point of contact for clinicians who are looking to recruit new SRH professionals and wish to have their job descriptions reviewed by the Faculty.
 - This will require receiving emails, forwarding job descriptions to our volunteer reviewer and then responding to the originator, logging progress along the way.
 - Additionally, the role will require liaising between our interview panel of volunteers and potential employers to ensure FSRH representation on relevant interviews.
4. **Respond to workforce-focused member queries**
- Develop change management strategies and plans to facilitate the smooth adoption of the new CRM-CMS systems.
 - Coordinate training sessions and user documentation to ensure effective system usage and user empowerment.
 - Provide advice and expertise on other digital projects on an ad hoc basis.
5. **Other tasks as directed by the Member Services Team Leader**
- From time-to-time the role-holder will be required to perform other tasks as reasonably allocated by the line manager (MST Team Leader)
 - This may include responding to general member queries at busy times, with full support and training provided.

You will be:

- Organised with a logical approach to tasks
- Willing to learn about the SRH workforce
- Willing to learn additional digital systems and platforms to an intermediate level

You will have:

- Good communication skills
- Excellent organisational skills
- Experience of MS Office apps
- Good stakeholder and customer management skills
- Ability to work under your own direction
- Excellent calendarization and multi-tasking skills
- Excellent standard of written English

Experience of the following is advantageous but not essential:

- Knowledge or experience of working in the NHS or in a clinical setting
- Website editing
- Administrative experience, especially in a healthcare environment
- Committee administration

Join our team and contribute to the successful support of the SRH workforce, in the UK and around the world, driving positive change in sexual and reproductive healthcare. Apply now and be part of our mission to improve patient care and professional practice.

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.

We will offer you:

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.
- 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
- Free Lunch Thursday
- 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.

To Apply

Full details of how to apply can be found on our website www.fsrh.org.

Please send your CV and covering letter to recruitment@fsrh.org

Deadline for applications is **12pm 21 February 2024**

Interviews are likely to take place w/c 4 March 2024

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.

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