



**Group B Strep
Support**

Recruitment Pack Group B Strep Support



April 2024



Group B Strep Support: about us

Group B Strep Support (GBSS) is the world's leading charity focused on preventing group B Strep infections in babies and supporting families and their health professionals.

The charity was founded in 1996 by Jane and Robert Plumb, parents of baby Theo Plumb, who died from group B Strep infection. Jane is the charity's chief executive.

Today the charity works in five main areas across the UK:

- Providing information and support to families affected by GBS.
- Raising awareness of GBS among new and expectant parents.
- Providing education services to health professionals so they can better prevent, spot, and treat GBS infection in babies.
- Providing a voice for all those affected by GBS infection by lobbying politicians and other influential bodies to change NHS and Government policy around GBS.
- Supporting research into GBS, primarily through patient and public involvement.



About Group B Strep

GBS is a common bacterium carried by 20-30% of adults with no symptoms. Young babies are particularly vulnerable to it, and GBS is the most common cause of severe infection in newborn babies and meningitis in babies under three months.

In the UK, approximately:

- One in every five women carries group B Strep
- Two babies a day develop GBS infection – typically sepsis, meningitis or pneumonia.
- One baby every week dies from a GBS infection.
- One baby every week recovers from a GBS infection with a life-long disability. Half of the survivors of GBS meningitis are left blind, deaf or with physical or learning disabilities.

Our Vision

GBSS is the world's leading charity working to eradicate GBS infection in babies. We want GBS infection in babies to be a thing of the past.

Family Support

We support families in all parts of their journey to early parenthood – this includes pregnant women and others who want to find out more about GBS, helping them to understand their options during pregnancy and labour, through to families who have suffered from the devastating consequences of GBS infection in their babies.

Our Helpline is accessed 100-200 times a month. Many families contact us when a baby close to them falls ill. We respond with information, a listening ear, and one-to-one support by phone, email or online, giving families a safe space to share their experiences with others.

Information and Awareness

We have information materials about GBS for parents, from posters highlighting the signs of GBS infection in a newborn baby to leaflets explaining the details of a GBS infection.

In 2017 GBSS partnered with the Royal College of Obstetricians and Gynaecologists (RCOG) to co-develop an information leaflet which should be given to all pregnant women in the UK, which we translated into 14 additional languages last year. According to 2020 data, around 50% of NHS hospitals use this leaflet.

Education for Health Professionals

We help doctors and midwives improve their knowledge of GBS and current clinical best practices. We provide up-to-date and accurate medical information materials on GBS to midwives and doctors, including online training materials, webinars, and seminars.

In 2019-2020 we worked in partnership with the Royal College of Midwives (RCM) to create an online module on GBS for their i-learn platform, free of charge to all their members. This module enables the RCM's student and qualified midwife members to provide better care and information to the families in their care.



Campaigning for Change

We work with politicians and other key bodies to improve NHS and Government policy on GBS. Our lobbying led the Government to fund a £4.2m trial into GBS prevention strategies, which will impact which prevention strategy is used in the UK and globally.

Our influencing work keeps GBS on the national agenda for the NHS, medical bodies and parliamentarians.

Supporting Research

The charity has been involved in research projects for more than 15 years, working to improve understanding of group B Strep and how we can prevent and treat these infections.

We have been involved in shaping and supporting a range of clinical trials, including those looking at the effectiveness of testing for GBS and those exploring the prospect of a maternal group B Strep vaccine.

In partnership with the then Department of Health (now the Department of Health and Social Care), we fed into a series of priority-setting workshops in 2016, looking at what further research into group B Strep was needed.



Working at Group B Strep Support

Annual Leave

Staff receive 25 days of annual leave per annum pro rata, plus Bank Holidays. In addition, staff will be required to take three days during the period between Christmas and New Year. These three days are in addition to their annual leave entitlement.

Season ticket loan

Staff have the option of an interest-free season ticket loan to cover the cost of travelling to and from the workplace via modes such as rail or bus, including parking costs. This is available after the successful completion of your probationary period.

Contributory Pension Scheme

Group B Strep Supports contributes 4% if staff members contribute 4% to the pension scheme. Staff are automatically enrolled (subject to auto-enrolment eligibility criteria) into the pension after three months, although staff can join earlier, with the option to opt-out or reduce contributions.

Flexible Working

Staff can apply for flexible working from their first day of employment.

Leave for the Death of a Baby or Pregnancy Loss

Any member of staff affected by the death of a baby or pregnancy loss will be granted leave paid at their normal salary, regardless of the type of loss.

Equal Opportunities

Group B Strep Support is a vibrant, growing charity. With a clear strategy, Group B Strep Support is a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity!

Our staff are central to our success. We want to represent the breadth and diversity of the UK and we particularly welcome applications from a diverse range of backgrounds and experiences. We do not discriminate based on disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law. We're committed to enabling everyone to thrive, and understanding and celebrating our differences is a vital part of that. We would especially welcome expressions of interest from people from Black, Asian and minority ethnic communities as these are currently underrepresented in our staff.

Group B Strep Support is an equal opportunity employer.

About the role

Title:	Finance & Operations Officer
Salary:	£28,000 FTE
Hours:	14 hours (over 2-3 days) per week (40% FTE) (working pattern to be agreed within Monday-Friday 9am-5pm)
Contract type:	Permanent
Reporting to:	Chief Executive
Location:	1 day a week in Haywards Heath, remainder flexible. Would consider fully remote
Interviews:	Interviews on Tuesday, 23 April 2024.

The role

As the Finance & Operations Officer at GBSS, you will play a crucial role in ensuring the smooth functioning of our charity. You'll be part of a small but impactful team, contributing to improvements in awareness, knowledge, policy, and research related to GBS infection prevention and treatment.

Reporting to the Chief Executive, you will have three key areas of responsibility:

Financial and accounting (70%)

- Maintain accurate and up-to-date financial accounting procedures and records for the charity
- Handle data entry for financial transactions.
- Assist in preparing financial statements, including monthly management accounts.
- Assist with payroll processes.
- Ensure compliance with relevant financial statutory and regulatory requirements.
- Ensure effective internal financial controls are in place and followed.
- Provide training and support to team members across the organisation on financial procedures, eg expenses, purchase orders, etc
- Maintain clear and up-to-date procedure notes for all areas of responsibility

Human resources support and admin (15%)

- Assist with HR administration tasks, including employee records, contracts and leave management
- Coordinate recruitment processes
- Lead on the onboarding of new starters, including training on core systems and processes
- Support staff development and training initiatives

Office management (15%)

- Maintain office supplies and equipment
- Organise office space and facilities
- Develop and maintain a database of all external contracts, review service performance, promote improved efficiency and oversee renewals where appropriate
- Promote equality, health, and safety within the company, monitoring and proposing improvements to company policies.
- Develop and promote the use of SharePoint, Teams, Beacon and Monday.com as effective communication and collaboration tools
- Lead the management of office technology

In addition, the job holder will support the Chief Executive and other team members with administrative tasks related to Group B Strep Support, as required.

This job description is indicative of the range of current duties and responsibilities for the post; it is not comprehensive. Duties will change to reflect organisational needs. This job description must be regarded with a degree of flexibility. All changes will be discussed with the jobholder.

Reporting structure

This role reports to the Chief Executive and has no direct reports.

Person Specification

Experience and knowledge

- Proficiency in Xero accounting software, ideally Xero certified
- Experience in performing bank and supplier reconciliations.
- Knowledge and experience of working in an HR capacity
- Confident in using Microsoft 365, including Teams, Outlook and with great Excel skills.
- Excellent written and spoken English and effective all-round communication skills.
- We anticipate that the role would best suit AAT level 3 or 4
- An understanding of the charity sector is desirable but not essential.
- Strong numeracy and literacy skills

Personal attributes

- Meticulous attention to detail
- Self-starter with excellent organisational, time management and multi-tasking abilities with the ability to prioritise tasks, plan multiple responsibilities effectively and meet deadlines
- Strong interpersonal skills and a collaborative mindset, with the ability to work effectively as part of a diverse team, supporting colleagues and fostering a positive work environment.
- Excellent interpersonal abilities
- A passion for making a positive impact for new and expectant parents

Recruitment Process

Send your CV and a cover letter of fewer than 1,000 words detailing how you meet the person specification sections, with examples (maximum three sides of A4, size 12 font) to <mailto:jane.plumb@gbss.org.uk> by **noon on Thursday, 18 April 2024.**

We will let people know whether they will be invited for an interview on Friday, 19 April. **Interviews will be held by teams on Tuesday, 23 April 2024.**

Successful applicants will need to provide two written references, with contact details for an oral reference also to be provided.



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