

Administrator – FSRH Clinical Quality

Job Title: Clinical Quality Administrator

Job Type: Permanent

Hours: Part-time 21 hours per week (0.6wte)

Department: FSRH Clinical Quality

Salary: £26,012 - £27,935 FTE per annum pro-rata (£15,607.20 - £16,761 for 0.6wte)

Reports to: Senior Co-ordinator

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 Quality (CQ) programme and the Clinical Effectiveness Unit (CEU) at the FSRH develop a range of evidenced-based clinical guidance and standards documents and respond to evidence enquiries. The Faculty's Clinical Quality portfolio includes the running of the Clinical Quality Board and its sub-committees: the Clinical Standards Committee, the Quality Assurance and Surveillance Committee and the Research Group.

You can find out more at www.fsrh.org.

Can you help us?

We are seeking an experienced administrator to join the team supporting the work of the Clinical Quality portfolio and its four committees. Specifically, the postholder will provide support to the running of the Clinical Quality Board, the Clinical Standards Committee, the Quality Assurance and Surveillance Committee and the SRH Research Group.

As part of the team the postholder will work closely with the Vice President and Director of Clinical Quality, the FSRH Clinical Quality Committee Chairs and members, as well as wider clinical experts and stakeholders. Key duties will include co-ordinating the work of the committees including liaising with the Chairs to plan the agendas, tracking and managing actions and taking notes. The postholder will also help facilitate the process of developing and publishing clinical standards.

The role:**Administrative and planning support**

- Maintain filing systems, preparing and checking documents, ensuring that their presentation meets requirements.
- Maintaining databases, spreadsheets and other records systems, contribute to tracking of progress ensuring deadlines are met.
- Servicing meetings, including arranging teleconferencing facilities, travel, preparing agendas and papers, minute taking, liaising with attendees and ensuring timely distribution of papers across the four committees in the clinical quality portfolio.
- Supporting the dissemination of FSRH standards including developing lists of stakeholders to distribute each new standard.
- Providing efficient and effective administrative support to CQ including the Vice President and Director of Clinical Quality.
- Supporting the recruitment process for Guideline Development Group members.
- Support the process of consultation on clinical standards and guidelines including maintaining stakeholder databases.
- Checking that the relevant paperwork for projects and committee meetings has been received, chasing for contributions as appropriate.
- Escalating risks and issues as they arise.

Communication

- Liaising with other FSRH teams and committee members regarding smooth running of committee meetings.
- Supporting liaison with external organisations and FSRH staff on matters relating to the work of CQ.
- Maintaining effective, co-operative working relationships with external stakeholders, committee members and staff members within FSRH.
- 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 that information on the website is accurate.
- Liaising with the FSRH External Affairs and Events teams for the smooth running of webinars and conferences relating to the work of the CQ team.
- Any other duties considered necessary for the role.

You will be:

- Educated to A Level standard or equivalent skills demonstrated
- Organised with a logical approach to tasks
- Willing to learn about SRH and clinical quality

You will have:

- Excellent Microsoft Office skills in particular knowledge of Office 365
- Excellent communication skills, both written and verbal
- Excellent organisational skills including the ability to prioritise, multitask and work flexibly
- Strong attention to detail and is thorough in error-checking work
- High standards of numeracy and literacy

- Good stakeholder and interpersonal skills across a range of professionals and levels within an organisation
- Ability to work under your own direction
- Previous experience working with committees including agenda setting, minute taking and tracking actions

Experience of the following is advantageous but not essential:

- Knowledge or experience of working in the NHS or in a clinical setting
- Website editing
- Using project and planning systems

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
- Volunteer Leave
- 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 Thursdays 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 **7 October 2024**
Interviews are likely to take place on **21 October 24**

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.

**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.**



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