

Events & Courses Officer

Job Title:	Events & Courses Officer
Job Type:	Permanent
Hours:	35 hours per week
Department:	Education & Training
Salary:	£29,557 - £31,362
Reports to:	Events Manager
Location:	Hybrid – FSRH Office (London Bridge) and home working. Weekly travel to the office is required as well as some UK travel.

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?

Do you have a proven track record of delivering excellent learning events both online and in person? Are you organised, process driven and have a passion for delivering engaging activities? If so, we'd love to hear from you!

You'll work closely with FSRH staff, subject matter experts, organisational partners and suppliers to help develop, deliver and evaluate conferences and other learning focussed events both online and in person.

Working as part of a small, dynamic team you will enjoy the pace of varied portfolio of activities that support the continuous professional development of healthcare professionals working in sexual and reproductive healthcare.

The role:

To work closely with the Events Manager and wider team on the operational delivery of all aspects of the learning events lifecycle, including:

- Planning, delivering and evaluating conferences and learning events including securing suitable suppliers such as speakers, venues etc.
- Be a point of contact for those involved in events including content providers, presenters, participants and team.
- Communication: Handling member queries, emails, phone calls, and acting as a liaison between team members and other departments.
- Document management: Organising and maintaining digital and physical files, including educational materials and administrative documents.
- Supporting logistical arrangements: Booking transportation, accommodations, sourcing equipment etc.

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 Jan 25.

- Administrative reports: Compiling and formatting reports for Senior Leadership Team and other senior stakeholders on progress and performance metrics. This includes monitoring & evaluation and reporting on a number of events including risk & issue mitigation and areas for improvement.
- Using digital solutions and platforms to support the event life-cycle such as our website, CRM, Oxford Abstracts etc.
- Using online platforms such as Zoom, MS Teams and other conference or virtual meeting platforms and tools.
- Manage video recordings and editing and uploading onto our video channels and learning managements system, so candidates and members can access them.
- Any other duties considered necessary for the role.

About You:

- You will be an experienced events professional who can demonstrate that they plan, deliver and evaluate work effectively within and across teams.
- You'll have previous experience of hosting online events and/or courses as well as in person activities.
- You'll be an organised, efficient, multi-tasker who thrives on the challenge of delivering a quality, pacey portfolio.
- You will be confident working with a range of stakeholders, able to follow and improve processes, and comfortable with using a variety of digital systems.
- As an excellent communicator you will be effective within your team and wider including sharing your ideas to support continuous improvement.
- You will have the ability to adapt to changing priorities and work in a fast-paced environment.
- You will be willing and flexible to work some evenings and weekends, and travel in the UK.

Join our team and contribute to the development and delivery of engaging events and educational courses that empower healthcare professionals in reproductive health.

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 day
- Annual Volunteering Day
- 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
- 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

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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 **14 February 2025 at 9am**

Interviews are likely to take place w/c **24 February 2025**

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.

We reserve the right to close this role early depending on the volume of applications received and should we identify a suitable candidate before the application deadline.

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