

Administrator: Professional Learning & Development (PLD)

Job Title: PLD Administrator
Job Type: 12-month fixed term contract
Hours: 35 hours per week
Department: Education & Training (E&T)
Salary: £26,532 - £28,494 FTE
Reports to: Head of Professional Learning & Development
Location: Hybrid – FSRH Office (London Bridge) and home working.

Our Purpose:

The Faculty of Sexual and Reproductive Healthcare (FSRH) is the leader in the field of sexual and reproductive healthcare, and 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 experienced administrator to join the team to support of the effective delivery of the PLD portfolio including the administration of the PLD Board of Council and several committees. As part of the team the postholder will work closely with the E&T Team, FSRH members as well as wider clinical experts and stakeholders.

The role:

- Committee Administration: Organising meetings, diary management, preparing agendas, distributing documents, taking minutes, and following up on action items.
- Communication: Managing and resolving escalated member support queries, emails, phone calls, and acting as a liaison between team members and other departments.
- Processing applications for advanced qualifications and trainer registrations.
- Maintaining standard operating procedures documentation and updating when required
- Document management: Organising and maintaining digital and physical files, including educational materials and administrative documents.
- Data entry: Inputting and updating information in databases or spreadsheets related to content, projects, or team performance etc.
- Supporting course arrangements: Booking transportation, accommodations, sourcing, invoicing, equipment etc.

- Administrative reports: Compiling and formatting reports on team activities, progress, and performance metrics.
- Any other duties considered necessary for the role.

You will be:

- An experienced and effective administrator
- Organised with a logical approach to workload planning and delivering and reporting on actions.
- Willing to learn about the SRH and a proactive, effective team member.

You will have:

- Excellent Microsoft Office skills in particular knowledge of Office 365
- Experienced in using a variety of digital solutions including databases.
- 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 of an organisation.
- Previous experience working with committees including agenda setting, minute taking and tracking actions.

Experience of the following is advantageous but not essential:

- Website editing
- Using project and planning systems

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

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 December 2024.

To Apply

A full job description can be found on our website www.fsrh.org.

Please send your CV and 1 page covering letter to recruitment@fsrh.org

Deadline for applications is **16 January 2025 at 12pm**

Interviews will be scheduled w/c **27 January 2025**

If you have any additional questions or wish to discuss the role, please contact recruitment@fsrh.org

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.



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