

## JOB TITLE

Job Title: External Affairs Officer

Job Type: Grade 2

Hours: 35 hours per week

Department: External Affairs

Salary: £28,978 - £30,747

Reports to: Senior External Affairs and SRH All-Party Parliamentary Group Manager

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](http://www.fsrh.org)

### Can you help us?

#### The role:

This role plays an integral part in helping produce and develop the outputs of the External Affairs team. The activity of the role focuses on undertaking policy, influencing and other public affairs activity inclusive of ensuring the [FSRH Hatfield Vision](#) achieves its aims to improve reproductive healthcare for all, and assisting the All-Party Parliamentary Group on Sexual & Reproductive Healthcare (SRH) with its programme of activity.

#### Project management

To project manage the [FSRH Hatfield Vision](#) including:

- Develop and sustain productive relationships with all endorser organisations and Professional Advisory Group members, and maintain up to date records and systems, including on the FSRH website.
- Initiate and organise meetings of the Taskforce group, providing crucial secretariat and regular communication with senior partners.
- Work with Implementation Working Group Chairs to achieve individual advocacy Goals from within the Vision, as well as with FSRH's President and Officers to further the work of, and/ or establish Implementation Working Groups consisting of relevant representatives from the 60+ organisations who support the FSRH Hatfield Vision.

- Working with Chairs and the External Affairs team to develop a programme of activity to establish and achieve Implementation Working Group aims.
- To work as secretariat to given Implementation Working Groups to develop and implement meetings and their agendas, record actions and discuss strategic approaches to the delivery of actions with relevant leaders.
- Ensure the work of Implementation Working Groups is fed into wider FSRH Hatfield Vision activity and that the FSRH President maintains appropriate oversight at Taskforce level.
- Work with the wider External Affairs team to inform and develop campaign activity pertaining to Implementation Working Group agendas as to inform change to better realise the public's reproductive healthcare rights.

#### Policy, Public Affairs & Partnership Building

- Under leadership of the Director of External Affairs to help influence policy and practice through evidence-based advocacy as well as to raise awareness of SRH among the public, developing and enhancing policy, building partnerships and providing external communications to promote the FSRH's Strategic Goals 2023-2026.
- To assist with the External Affairs team's activity to provide the Secretariat to the All-Party Parliamentary Group on SRH, including organisation of APPG meetings, preparing briefings on issues of relevance to the Group and supporting with ongoing administrative work.
- To monitor the external environment for issues that may impact on SRH, and help identify, analyse and grasp opportunities to influence policy and public opinion relevant to FSRH's work, outlining FSRH's position/response to policy and public opinion developments.
- To produce policy briefings for the organisation's leadership including President, Officers and CEO as relevant.
- To advise on, assimilate evidence for and produce responses to external consultations issued by Government departments and other relevant agencies, consulting with members and drawing on relevant policy documents.
- To develop policy and position statements reflecting FSRH's stance on a wide range of issues relating to SRH, for use in the external environment.
- To assist with engagement of FSRH members, policy makers and the wider public including supporting the FSRH Media Manager role where necessary, helping with media and social media output.

**Key skills/Attributes - you will be, or will have:****Essential:**

- Able to write clearly and concisely about complex issues
- Able to manage a varied workload with flexibility and adaptability
- Excellent persuasion, negotiation and oral communication skills
- Able to quickly grasp complex issues and provide analysis
- Outstanding attention to detail
- Excellent prioritisation and time-management
- A committed team player

**Desirable:**

- Proven research skills
- Knowledge of key policy developments within the fields of Sexual and Reproductive Health
- Understanding of Professional and Clinical Standards issues

**Qualifications/Training - you will be:****Essential:**

- Educated to Degree Level or equivalent by experience

**Previous experience - you will have:****Essential:**

- Experience of working in a policy environment
- Experience of working independently in a pressurised environment.
- Experience of project management

**Desirable:**

- Experience of running a policy forum, round tables, or other policy events
- Experience of developing credible policy positions and writing clear and precise policy briefings
- Experience of communicating oral and written information persuasively, constructively and in a manner suitable for specialist and non-specialist audiences
- Experience of engaging persuasively with key decision makers
- Experience of analysing information and data to inform policy positions/briefings
- Prior experience of research and or experience of working within a research-based role.
- Experience of working in charity and/ or membership organisation
- Committee secretarial experience, including the minuting of meetings, etc.

Join our team and contribute to the exciting work of the External Affairs team - influencing policy and practice through evidence-based advocacy as well as raising awareness of SRH among our partners, members and the wider public.

**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
- 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](http://www.fsrh.org).

**Please send your CV and covering letter (maximum 2 pages) to [recruitment@fsrh.org](mailto:recruitment@fsrh.org)**

Deadline for applications is Tuesday 10<sup>th</sup> September 2024

Interviews are likely to take place w/c 16<sup>th</sup> September 2024

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.

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