

Project Manager: Education & Training

Job Title: Project Manager

Job Type: 12-month Fixed Term Contract (with possibility of 6-month extension)

Hours: 35-hours per week

Department: Education & Training (E&T)

Salary: Circa £42,000 per annum

Reports to: Director of Education & Training

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 project manager to join our team to oversee the successful delivery of several postgraduate level educational products that will support the learning & development of healthcare professionals working in the field of sexual and reproductive healthcare.

The role includes managing project tasks and timelines, budgets, stakeholders, and cross-functional team collaboration. As part of the team the postholder will work closely with the E&T Team, FSRH members, clinical and non-clinical experts and suppliers.

The role will:

- Manage the full project lifecycle, from initiation to close, for several educational products.
- Develop and maintain detailed project plans, including task lists, schedules, and resource allocations.
- Organise and facilitate regular project meetings to track progress, identify risks & issues.
- Monitor project budgets and report on financial performance.
- Communicate project status and metrics to key stakeholders.
- Collaborate with clinical-subject matter experts on content developers, suppliers and others to ensure successful delivery.

- Identify and mitigate project risks, and develop contingency plans as needed.
- Document project processes and lessons learned to improve future project execution.

You will be:

- An accredited project manager (or have equivalent experience).
- An experienced and effective project manager with the ability to deliver complex education focused programmes.
- Proficient in using project management methodologies and tools.
- Able to multitask, prioritise, and work effectively in a fast-paced, deadline-driven environment.
- Able to use your excellent communication skills to achieve collaboration a cross-functional teams and with a variety of stakeholders.

You will have:

- Experience in using a variety of digital solutions including learning management systems, databases and project management software.
- Excellent communication skills both written and verbal.
- Excellent organisational skills including the ability to prioritise, multitask and work flexibly.
- Strong attention to detail and thorough in error checking work.

Experience of the following is advantageous but not essential:

- Experience working in education or training

NB: Candidates will need to have the right to work in the UK and also be resident in the UK.

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.

Join our team and contribute to the development of quality sexual and reproductive healthcare education and training. Apply now and be part of our mission to improve patient care and professional practice.

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

Deadline for applications is **16 January 2025**

Interviews will be scheduled w/c **20 January 2025**

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.

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.



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