



JOB DESCRIPTION

Job title	Resource & FM Coordinator
Department/ Team	FIGO Secretariat
Location	FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom
Main purpose of job	<p>As a proactive member of the Secretariat team, deliver high quality, professional services to FIGO. This will be achieved by;</p> <ul style="list-style-type: none"> • Ensuring effective Administrative processes within FIGO (incl. meetings support, notetaking, communication, facilities management) • Supporting the Human Resources function at FIGO (incl. recruitment, BREATH HR and training) • Coordination of Health and Safety/Fire Safety Support
Reporting to	HR Manager
Budget responsibility	Reconciliation of Company Credit Card
Posts that this role manages	Not applicable
Organisational relationships	Chief Executive, Chief Operating Officer, Executive Assistant to the Chief Executive, HR Manager and other FIGO Staff.
Hours / Tenure	<p>37.5 hours per week excluding lunch breaks</p> <p>Required 3 office days per week which will be flexible according to the needs of the organisation</p>
Job context	<p>The International Federation of Gynecology and Obstetrics (FIGO) is the only organisation that brings together professional societies of obstetricians and gynecologists on a global basis. For over 60 years FIGO has collaborated with the world's top health and donor bodies. FIGO currently has Member Societies in over 130 countries / territories. FIGO is dedicated to the improvement of women's health and rights and to the reduction of disparities in healthcare available to women and newborns, as well as to advancing the science and practice of obstetrics and gynecology. The organisation pursues its mission through advocacy, programmatic activities, capacity strengthening of Member Associations, education and training.</p>

	<p>The FIGO Secretariat in London is responsible for Communications and Engagement, Finance, Human Resources, Publications, Facilities Management, Events & Health and Safety</p>
<p>Specific responsibilities</p>	<p>Meetings coordination</p> <ul style="list-style-type: none"> - Maintain virtual meeting provision across FIGO (e.g. Zoom and Teams accounts) and provide technical support as required - If required, provide additional administrative support to FIGO's committees and working groups, including organising meetings (and taking minutes, organising travel and accommodation if needed). - Arrange Boardroom set up e.g. for Trustee Board meetings, external stakeholder meetings and occasionally attend meetings to take minutes/notes. - Ensure the outlook FIGO room meetings calendar and Deskbird is being used effectively <p>Human Resources</p> <ul style="list-style-type: none"> - Effective maintenance and development of HR software i.e. Breathe HR including all leave and TOIL records and adjustments - Training & development i.e. liaise with external training providers (e.g. external platforms). Ensure Breathe platform is updated for new starters. - Provision of recruitment and selection support including; Equality monitoring, recruitment timelines, candidate communications, interviews set up including Teams / Zoom links as required, candidate rejections, organise candidate feedback, referee liaison. - Provide shortlisting and interview support when required. - Induction and on boarding i.e. in association with relevant staff, produce induction grid for each new starter and issue agreed induction materials. - Ensure starters and leavers checklists are kept up to date. - Liaise with IT provider (Optimity Systems) re starters and leavers to ensure relevant areas on checklist are completed. - Provide general support to new HR initiatives as advised by the HR Manager. - Organisation and collation of (in house) staff surveys. - Coordination and organisation of ecards for staff birthdays and congratulatory posts for staff anniversaries. - Lead on arranging all staff socials. <p>Communication</p> <ul style="list-style-type: none"> - Monitor the FIGO inbox and forward relevant items e.g. member updates to other functions e.g. Communications, Finance, Chief Executive's office.

- Telephony i.e. ensure telephone lists are regularly updated, liaise with telephony provider for replacement units, organise and purchase mobile phones as required), ensure all staff are aware of diversion process re homeworking.
- Ensure provision of equipment associated with integration of homeworking and office based work i.e. cameras, laptops, DSE requirements.
- Determining and monitoring usage levels of supplies and ordering additional supplies as needed

Well being

- Participate in the activities of the Wellbeing Team. Help to ensure success in achieving agreed aims / tasks and participate in timely scheduling and completion of notes

Facilities management

- Establishing inventory control procedures and signage to ensure that items are used efficiently and effectively at the desks / kitchen /toilets / meeting rooms / refuse items/ printers.
- Keys and alarm fobs (e.g. distribution and recall of keys/fobs, liaison with alarm provider, induction of new staff re IT/Telephony/security)
- Premises checks i.e. Completion of bi-monthly H&S checks and associated follow up actions.
- Building works i.e. provide support as required such as building access to contractors.
- Air conditioning / heating (e.g. ensure staff are aware of the operation of these units, ensure they are maintained on annual basis).
- Equipment (ordering and testing) i.e. liaison with external providers of Fire Extinguisher, Portable Appliance testing and emergency lighting
- Sustainability and recycling – provide support to sustainability initiatives.
- Building security i.e. ensure new users are trained in opening / closing procedures, ensure staff are aware of visitor access procedure, ensure keys' safekeeping and access control.

Health and Safety

- Display Screen equipment (DSE) i.e. ensure new staff receive their DSE assessment.
- Premises checks i.e. Completion of bi-monthly H&S checks and associated follow up actions.
- Fire safety and first aid i.e. Ensure the schedule of trained staffing complement of first aid and fire marshal providers is up to date in line with the associated risk assessment. Ensure first aid boxes are maintained and up to date.

	<p>General administration</p> <ul style="list-style-type: none"> - Ensure reconciliation of monthly, FIGO credit cards and invoicing i.e. Charity and Trading with approval of Chief Operating Officer. - Ensure effective filing and storage systems (including remote locations) - Ensure timely ordering and effective storage of stationery - Ensure liaison with callers, receive visitors and guests - Ensure post is collected and distributed - Undertake ordering of general office based support equipment - Pre-Congress support i.e. provide shipping support and provide Secretariat cover during Congress period if required. - Maintain operations of FIGO printing equipment e.g. print counts - Maintain up to date administrative information on staff intranet - Ensure ordering of catering supplies /provision with timely ordering / stocking. 	
<p>Generic responsibilities</p>	<ul style="list-style-type: none"> • To adhere and comply with FIGO Policies and Procedures • To contribute to the work of the department and/or team and FIGO • To travel to / attend meetings and events (and represent FIGO at external meetings and events if required). • The above list of responsibilities is not exhaustive or exclusive and the job holder may be required from time to time to undertake such tasks for FIGO HQ as may reasonably be expected within the scope of your abilities. 	
<p><i>N.B: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.</i></p>		
<p>Name of job holder</p>	<p>Signature</p>	<p>Date of agreement</p>

PERSON SPECIFICATION

Job title:	Resource & FM Coordinator
Department/ Team:	FIGO Secretariat
General and professional education	
<i>Essential</i>	
Relevant work experience (with good A Levels or equivalent)	
Knowledge and experience	
<i>Essential</i>	
<ul style="list-style-type: none"> • Demonstrable experience of providing general administrative support in the following areas – Facilities Management and Office Administration • Experience of working in diverse cultural environments • Experience of working both independently and as part of a team, exercising autonomy and personal authority as needed 	
<i>Desirable</i>	
<ul style="list-style-type: none"> • Experience of Membership Services, Human Resources, Health and Safety • Experience working within a charity / not for profit • Experience working within a membership organisation • Evidence of higher level qualification / continuous development in one of the following areas: Facilities Management, Human Resources, Membership Services, Health and Safety or Office Administration would be an advantage 	
Skills, abilities and attributes	
<i>Essential</i>	
<ul style="list-style-type: none"> • Fluency in written and spoken English • An experienced administrator possessing excellent interpersonal, writing and communication skills • Excellent organisational skills and attention to detail • Experienced and adept in anticipating potential challenges and enacting solutions • Proven ability to work with a diverse and cross-cultural range of stakeholders • Flexible and creative problem solver • Excellent Excel & Microsoft suite skills • Excellent IT skills with experience of Teams and Zoom 	
<i>Desirable</i>	
<ul style="list-style-type: none"> • Proficiency in another language could also be an advantage e.g. French or Spanish (If so, please state your proficiency in these languages clearly in your cover letter) 	
<p><i>N.B.</i> FIGO is committed to equality and diversity and encourages applications from all sections of the community. The job holder will need to provide evidence of their eligibility to work in the UK.</p>	

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