

Specialty Projects Administrator

Job Title:	Specialty Projects Administrator
Job Type:	1-year fixed term
Hours:	28 hours per week (0.8 FTE)
Salary:	£21,225.60 pro rata per annum (based on FTE £26,532)
Department:	Education & Training
Reports to:	Head of Specialty Training
Location:	Hybrid – FSRH Office (London Bridge)

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?

We are seeking a dedicated administrator to join our team and provide essential administrative support across our Specialty portfolio. As Specialty Projects Administrator, you will play a pivotal role in ensuring the smooth operation of our team by managing various administrative tasks efficiently and effectively. From organising meetings and maintaining educational product content to handling correspondence and managing databases, your attention to detail and organisational skills will be instrumental. You will collaborate closely with team members to streamline processes and contribute to the overall success of our specialty training programme and high-stakes membership exams.

The role:

Project Administration

- Provide administrative support for specialty projects, ensuring key deadlines and milestones are tracked.
- Assist with project documentation, including maintaining records, updating trackers, and organising files.
- Schedule project meetings, prepare agendas, and take minutes, ensuring follow-up actions are recorded and monitored.
- Support project reporting by collating data and preparing summaries for stakeholders.
- Liaise with internal teams and external partners to coordinate project activities.

Administration of examination database and systems

- Maintain digital question banks in line with policy and procedures
- Process examination candidate applications

- Process examination candidate requests and complaints/appeals
- Proof-read examination materials

General administration

- Manage the specialty team mailbox and act as first point of contact for queries
- Maintain up to date records on Customer Relationship management system (CRM) and ePortfolio, ensuring accurate and accessible information
- Provide administrative support for Specialty Training Board and its sub-committees, including managing meeting attendance, circulating papers, taking minutes and tracking actions.
- Maintain accurate version control of documents by systematically updating and tracking revisions, ensuring proper documentation of changes and adherence to version control protocols
- Assist in organising online and in-person events, workshops, and training as needed
- Assist with diary management and scheduling of meetings for team members.
- Maintain assets and resources on Training Hub and website
- Provide ad hoc administrative support throughout the year, across the portfolio

You will be:

- Organised and systematic in your approach
- Diligent and commit meticulous attention to detail to tasks
- An excellent communicator
- A proactive and collaborative team worker
- Efficient and able to effectively manage a busy workload
- Flexible and adaptable
- Willing to learn a range of digital systems to an intermediate level
- Willing to learn about the SRH workforce and training pathways

You will have:

- A-Level or equivalent by experience
- Proficiency in using Microsoft office programmes
- Proficiency in using digital systems (e.g. CRM, Learning Management System)
- Knowledge of data protection and compliance requirements

You will have experience:

- Providing administrative support to a team
- Managing a mailbox and providing customer/member support
- Developing and maintaining systems, processes and administrative procedures
- Servicing and supporting committees, including scheduling meetings, preparing agendas and taking minutes
- Coordinating logistical arrangements
- Using a CRM and databases to manage data and information
- (Desirable) Working in a project-based environment
- (Desirable) Working in education, membership or healthcare environments

Join our team and contribute to quality SRH training and education.

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
- Volunteer 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
- Enhanced maternity, paternity & adoption pay
- Free eye tests

To Apply

A full job description can be found on our website [Join FSRH: Empowering Careers - FSRH Careers](#)

Please apply via at the following link: [Pre application form - Specialty Projects Administrator job - Faculty of Sexual and Reproductive Healthcare Head Office - FSRH - Faculty of Sexual and Reproductive Healthcare](#)

Deadline for applications is **12pm Tuesday 18 March 2025**

Interviews will take place on **Wednesday 26 March 2025** at the FSRH offices in London Bridge where possible; alternatively online interviews will also be made available.

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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