

Specialty Training Assistant (Training)

Job Title: Specialty Training Assistant

Job Type: Permanent

Hours: 28 hours per week (0.8 FTE)

Department: Specialty Training

Salary: £23,783.29 pro rata (FTE £29,729)

Reports to: Director of Specialty Training

Location: Hybrid – CoSRH Office (London Bridge) and home working.

Who we are:

The College of Sexual and Reproductive Healthcare (CoSRH) 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.cosrh.org

Can you help us?

We are seeking a dedicated administrator to join our team and provide essential administrative support across our Specialty Training portfolio. As our Specialty Training Assistant (Training), you will play a key part in delivering the College's specialty training programme by ensuring that all administrative processes run smoothly and meet governance standards. You will manage trainee records, support the ePortfolio system, and maintain curriculum and assessment documentation, while supporting the coordination of events and communications for resident doctors and educational supervisors. To succeed, you will need exceptional organisational skills, accuracy, and the ability to work collaboratively across teams. Your strong digital proficiency, attention to detail, and proactive approach will help maintain compliance and contribute to the quality of sexual and reproductive healthcare training.

The role:

CoSRH training programme administration and operational support

- Manage CoSRH ePortfolio system and provide user support.
- Maintain accurate resident doctor records and monitor progress against curriculum outcomes.
- Maintain and update curriculum and assessment documentation.
- Prepare governance and regulatory compliance reports using feedback and relevant data sources.
- Coordinate training events, inductions, and communications.

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 September 2026.

- Act as liaison with educational supervisors, programme directors, and external bodies.

Administration of Portfolio Pathway

- Maintain records of applicants, evaluators, and champions.
- Support the coordination and delivery of portfolio evaluation panels, ensuring evaluators have the required materials and that actions and updates are accurately recorded.

Governance

- Provide administrative support for Specialty Training Board and its sub-committees, including managing meeting attendance, circulating papers, taking minutes and tracking actions.
- Manage committee member recruitment and record keeping
- Maintain documentation and support development of SOPs.

General

- Manage specialty team mailbox and act as first point of contact.
- Maintain accurate records on Customer Relationship management system (CRM) and specialty systems.
- Ensure version control of documents and resources in adherence to version control protocols.
- Support volunteer subject matter experts by coordinating communications, meetings, and materials to facilitate their contributions to programme activities.
- Assist in organising online and in-person events, workshops, and training as needed
- Assist with diary management and scheduling of meetings.
- Maintain assets and resources on Training Hub and website.
- Provide ad hoc administrative support across the portfolio.

You will be:

- Organised and systematic in your approach
- Diligent and commit meticulous attention to detail
- An excellent communicator, both written and verbal
- Proactive and collaborative with a strong team ethic
- Efficient and able to manage a busy and diverse workload effectively
- Confident using a range of digital systems to an intermediate level and quick to learn new systems
- Flexible and adaptable to changing priorities
- Member-focused with a professional and approachable manner
- Interested in learning about the SRH workforce and training pathways

You will have:

- A-Level or equivalent qualification (or experience)
- Strong 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:

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- Providing administrative support to a team
- Managing a mailbox and providing excellent customer/member support
- Developing and maintaining systems, processes and administrative procedures
- Maintaining accurate records and managing version control
- 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) Preparing reports or supporting compliance processes
- (Desirable) Supporting training programmes or professional development pathways
- (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 CoSRH 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
- Childcare vouchers
- 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

To apply please follow this link: [Specialty Training Assistant \(Training\) job - Hybrid - College of Sexual and Reproductive Healthcare](#)

Deadline for applications is **23:59pm on Sunday 1 November 2026**

Interviews will take place the week commencing **9 November 2026**

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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. We are working hard to minimise unconscious bias and your application will be anonymised to support this.

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