Director of Education/Deputy CEO

Candidate Information Pack

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For background information go to: www.fsrh.org

Background briefing

*Better care, a better future*

**Why join us?**

Would you like to work in a focused, dynamic and internationally respected organisation that is working with passion and vision on behalf of sexual and reproductive health (SRH) care professionals?

Comprising a small, dedicated and ambitious staff team of seventeen, the FSRH works to support, enable and champion the work of our 15,000 plus members though the provision of education, information, standards and guidance. More than ever the FSRH is looking to increase its influence and its impact, through the delivery of first class services and support. The newly created Director of Education/Deputy CEO will play a key role in helping us to further unlock our potential and impact, with a particular emphasis on leading and directing a strategic programme for our education and training.

**Who are we?**

The Faculty of Sexual and Reproductive Healthcare (FSRH) is the largest UK professional membership organisation working at the heart of sexual and reproductive health. We offer various forms of membership including full membership for doctors and nurse practitioners based on obtaining a qualification and affiliate membership for those with an interest in sexual and reproductive health including international colleagues. What we offer our members includes:

**Training and qualifications**

A number of nationally recognised qualifications and training programmes to support our members to develop their skills in core and specialist SRH areas.

These include:

* Diploma – considered the national standard for doctors and nurses carrying out contraception/SRH consultations
* Letter of Competence – IUT
* Letter of Competence – SDI
* Special Skills Modules
* Membership Exam
* SRH Essentials
* Specialty training programme of CommunitySexual and Reproductive Health

**Events**

Our members benefit from preferential rates to our programme of high quality conferences and events, enabling them to learn, to share good practice and to network.

 **Standards and guidance**

Through researching and publishing standards and clinical guidance we support healthcare professionals to provide the highest quality, non-judgemental care. Our Clinical Effectiveness Unit (CEU) – funded by FSRH membership subscriptions – works in partnership with our member-led committees to produce a wealth of evidence based clinical guidance accredited by NICE.

**The Journal of Family Planning and Reproductive Healthcare**The JFPRHC is a peer-reviewed journal that aims to improve reproductive and sexual health nationally and internationally. The journal publishes high quality research and information relevant to clinical care, service delivery, training and education in the field of contraception and reproductive/sexual health.

**Creating a strong voice**

As the largest professional membership organisation working in SRH, we work hard to ensure our collective voice has an impact. We seek to influence policy makers and commissioners on behalf of our members to improve the delivery of SRH services.

**Collaboration**We work in partnership with a range of organisations to support our charitable objectives to promote high standards in sexual and reproductive healthcare. These include Royal Colleges such as the RCOG and RCGP as well as other professional membership bodies such as the RCN and BASHH and sexual health charities including Brook and the FPA (Family Planning Association).The FSRH is a member of the Academy of Royal Medical Colleges, which enables us to have a more powerful voice with policy makers as a group of 22 medical colleges and faculties working together.

**Member involvement**

We are run by members, for members.

Our members offer their time, knowledge and expertise, to help to ensure that our work remains at the heart of SRH, and truly represents the voice of our members. Our committees are made up of over 250 GPs, nurses and doctors working in SRH services.

**Our vision**

*Better care, a better future: a new vision for sexual and reproductive healthcare*

Developed with and by our members, this new vision demonstrates that good SRH is essential for healthy lives – from providing education and information, through to providing good services throughout life. The vision focuses on patient experience, a well-trained workforce, and integrated services which respond to the individual.

In September 2015 the elected Officers of the FSRH identified a need to prioritise and invest in Education and Training. They also identified the need to invest in leadership for this important aspect of our work. Our training is respected and prestigious and we aim to maintain our position as the leading developer and provider of SRH education and training across the UK. This aim, along with the need to meet some opportunities and challenges, provided the basis for developing this new senior level role. Over the next 1-3 years the Faculty would like to achieve, amongst other things:

* Opening up training and education to other healthcare professionals
* Developing and rolling out new courses and ‘modularising’ the Diploma to make completion easier
* Ensuring that our education and training programmes are well positioned in relation to regulation, good practice and opportunities such as ‘credentialling’

**This new role**

The role offers the opportunity for someone to play a key and progressive role at the FSRH as they will have a clear mandate from the trustees and a supportive environment to develop and grow our educational and training remit. The attractions, opportunities and challenges include:

* Joining a supportive, committed and energetic senior management team, which has a strong and dynamic team spirit
* Playing a key role, not only in the education remit but across the organisation as a whole
* Joining an organisation that has a supportive and committed team of Officers who give generously of their time and expertise
* Joining an organisation that is investing in its education work and its infrastructure
* Developing and delivering an education and training strategy which could make a significant contribution to the development of SRH in the UK by extending our reach and offering high quality training to more people
* Contributing to ensuring that the FSRH maintains its reputation for being ground-breaking and pioneering in the field of health education
* Representing the FSRH and developing links internationally

**About you**

For the right person this is an exciting and career-enhancing role. It could be the right opportunity for a range of potential candidates and we will welcome and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Your motivations might be many and varied – from wanting to develop your career in education and training, to having a passion for SRH, to developing your career because you want to become a CEO in the future. Whatever your motivations we want to hear about them and will support you to reach them, if you are successful. We want to hear from you, particularly if you have:

* A background in education and a flair for developing new opportunities and generating income from educational work
* A strategic approach and proven ability to develop and deliver strategic plans
* A genuine appreciation of members and volunteers and a facilitative approach and listening ear, with the ability to challenge constructively

If you’d like to discuss this role further please contact Allyson Davies, our selection advisor, for an initial conversation via FSRH@allysondavies-consultant.com or call 020 7828 3855 or 0796 855 6164.

Job description:

Director of Education/Deputy CEO

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| **Job Title** | Director of Education/Deputy CEO  |
| **Department** | Education and Training |
| **Grade** | TBA (salary up to £62,000) |
| **Responsible to** | CEO |
| **Liaison with** | * FSRH Officers particularly Vice President (General Training) and Vice President (Specialty)
* Education Strategy Board
* Education-related Committee chairs
* External partners at senior level
* Senior Management Team
 |
| **Hours** | 35 hours per week. However, the post holder may on occasion be required to work late and should therefore have some flexibility with regard to working hours.  |
| **Benefits include:**  | Flexible working hours, a contributory pension scheme with generous employer contributions, access to a subsidised gym and sporting facilities, loans for travel season tickets, location opposite Regent’s Park |
| **Purpose of the role:** | The overall aim of this new role is to provide strong leadership, direction and expertise to the education activities of the FSRH particularly through the further development and implementation of an education and training strategy – building on the success and good reputation of the FSRH education activities established over the last 20 plus years. A key aspect of the new role will be to lead on developing a collaborative and consultative strategic process to identify and explore new opportunities for FSRH training – for example via credentialling, nurse training, and training and qualifications for other professionals in healthcare and beyond.The post holder will also identify, develop and strengthen partnership working particularly with RCOG, RCGP, RCN and BASHH and explore and take forward new partnership opportunities. The new Director will contribute to the overall strategic direction and leadership of the FSRH, working closely with the Council, the Education Strategy Board and the Chief Executive to deliver agreed strategies and deputising for the CEO on a regular basis and when required. |

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| **About the FSRH:**  | The Faculty of Sexual and Reproductive Healthcare (FSRH) is the largest UK professional membership organisation working at the heart of sexual and reproductive health (SRH), supporting healthcare professionals to deliver high quality care. It works with its 15,000 members to shape sexual and reproductive health for all. It produces evidence-based clinical guidance, standards, training, qualifications and research into SRH. It also delivers conferences and publishes The Journal of Family Planning and Reproductive Health Care. |
| **The department: Education and Training** | The FSRH has an excellent reputation across the UK for its training and qualifications for doctors and nurses working in sexual and reproductive health (SRH) care. These are considered to set the national standard for healthcare professionals to work to. They include a re-certifiable Diploma with on-line assessment (eKA) and Letters of Competence in contraception techniques (both RCN and RCGP accredited), Special Skills Modules, a post-graduate Membership Exam, the Specialty (six-year) training programme (Community Sexual & Reproductive Health) to train doctors to consultant level, and – recently introduced – more basic SRH training for healthcare professionals such as practice nurses. We now need a leader, grounded in educational expertise, who will direct and provide strong leadership to further strengthen and expand our education and training work for professionals. This is a new role which reflects the ambition of the FSRH to undertake strategic developments to expand its education activities, and to increase the supporting material and activities for continuing professional development of all members. The post-holder will direct and lead the existing Education and Training team of seven staff. They will also ‘shape’ the team to ensure effective support of the FSRH education committees, and close collaboration with external partners, across all education and training activities.The post holder will also shape and lead the organisation as a whole, deputising for the CEO on a regular basis. |

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| **Main duties and responsibilities:**  |
| **Leadership and direction*** To develop a clear, long-term, sustainable vision for the FSRH education work, ensuring that the Education and Training Programme is closely allied to the FSRH’s core mission and values and vision (see fsrh.org).
* To provide direction to and lead the Education and Training team in the delivery of objectives against the strategic and business plans.
* To lead on change processes in Education and Training including review of the structure/success of the team and suggesting changes where needed in order to maximise performance against objectives.
* To deputise for the CEO at agreed times and for agreed activities including chairing staff briefings, Senior Management Teams meetings and representation at Officer and Council meetings.
* To work with, and provide leadership to, the Senior Management Team to oversee progress towards achieving the FSRH long- and short-term plans.
* To provide educational expertise to inform the development of the overall FSRH strategy and to inform Officers’ discussions and decision making.

**Education and assessment*** To lead the FSRH education programme to ensure it is focused on the demonstrated needs of patients and participants.
* To develop education and training products including ensuring protection of intellectual copyright and helping to sustain the overall business model of the FSRH.
* To ensure all curricula (specialty, exam, diploma, etc) are fit for purpose, up to date and approved by relevant bodies.
* To keep abreast of educational policy and practice at national and regional governmental level, ensuring that FSRH education development is aligned with and is building on opportunities in current thinking and strategic development.
* To identify and follow up opportunities for the FSRH to develop its training and education work including ensuring it is involved in relevant national initiatives e.g. credentialling, Shape of Training.
* To ensure a robust approach to the governance and quality assurance of FSRH education and training activities.
* To establish a transparent and high quality approach to evaluation, gathering quantitative and qualitative evidence in collaboration with external parties where necessary to ensure continuous improvement of FSRH educational programmes.
* To establish projects and project working groups to take forward new initiatives using established and effective project management methods and to coordinate their work.
* To lead on the overall FSRH approach to continuing professional development (CPD) of its members ensure this is up to date, coordinated and meets the needs of members.
* To help inform the development of SRH career pathways for nurses and doctors, ensuring that the FSRH training is fit for purpose to meet this need.
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| **Partnership development and management** * To manage relationships with the medical professional regulator(s) and other relevant bodies with regard to education, training and assessment.
* To establish strong, long-term partnerships with organisations who share our vision for excellence in SRH standards and training and where partnership working brings benefit to our members.
* To liaise with other health bodies as appropriate.
* To be responsible for relationships with education providers in the field of SRH and related fields.
* To represent the FSRH at external meetings appropriate to the role and/or as directed by the CEO or President.
* To identify and develop partnerships with the aim of expanding the quality and quantity of the FSRH training and education work.
* To work with existing partners to ensure progress is made in delivering in partnership working.

**Marketing and communications*** To evaluate existing marketing and communication materials for the Education and Training Department and suggest improvements.
* To act as an advocate and ambassador for the FSRH, as required, nationally and internationally.
* To ensure that key local and regional stakeholders, including members, commissioners and policy makers, have a detailed understanding of the FSRH’s education work and qualifications/training.
* To ensure effective and constructive communication with members, partners, funders, and other stakeholders in the education work and with colleagues from other teams.
* To commission and oversee production of project-specific marketing materials in collaboration with the Head of Membership and Marketing.

Finance management and development * To be responsible for drafting the annual budget for the department.
* To review the business models that lie behind educational products, ensuring that they are sustainable in the short and long term.
* To manage the budget for the Education and Training department including reporting on progress to the CEO and Council.
* To ensure adequate management information is maintained to inform budget setting and review.
* To oversee the checking and recording of claim forms, fees and invoices.
* To pro-actively seek funds to support the Education work including seeking income-generating partnerships.

Staff managementTo direct the Education and Training team.To manage and coach all direct reports to ensure maximum achievement against objectives.To monitor delivery of deadlines and support the team.To carry out staff performance reviews bi-annually, and on an ad-hoc basis where necessary.To ensure that all HR processes are completed in a timely manner, including the monitoring of holidays, sickness and absence. |
| Committee supportTo oversee the work of relevant committees, in particular the Education Strategy Board, Examinations Committee, General Training Committee and Specialty Advisory Committee, including ensuring the work between committees is coordinated and aligned with the overall FSRH Education and Training strategy.* To ensure meetings are managed and administered in line with agreed FSRH standards and the input of (volunteer) members of the committee is maximised.

**Other duties** * To carry out from time to time and as directed, any other reasonable duties as required in addition to the above that will be both reasonable and within your capabilities.
* To ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations.
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Note: 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.

Person specification

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| **Qualifications/Training** | **Essential/****Desirable** |
| * Educated to Masters degree level or equivalent experiential knowledge and learning
* Educational qualification - or demonstrates equivalent broad view and deep understanding of ‘education’ theory and practice
 | EssentialEssential  |
| **Previous experience** |  |
| * In-depth experience in an education-related role.
* In-depth experience and knowledge of education theory and practice, and an ability to provide an authoritative voice on education.
* Significant experience, in a lead role, in the development and successful implementation of key organisational strategies related to education including e-learning.
* Experience of developing and sustaining new educational products.
* Demonstrable experience and skills in building positive and productive relationships, with colleagues and other stakeholders.
* Evidence of sound financial management skills and commercial awareness
* An effective approach to managing people, demonstrating an appropriate balance between empowerment, support and assertiveness.
* Strong corporate ethos and effective team member, able to achieve an appropriate balance between Education, Training and Regulation interests and organisation-wide interests.
* Knowledgeable about national policy in healthcare and healthcare science particularly related to education.
* Knowledge of women’s healthcare and sexual and reproductive healthcare in particular
* Experience of working in a membership body with a committee structure
 | All Essential DesirableDesirableDesirable  |
| **Competencies** |
| * **Attention to detail:** accomplishes tasks with thoroughness, accuracy and reliability including the ability to write and comment on education curricula.
* **Team working:** builds and develops appropriate relationships with colleagues, member and suppliers at all level of seniority. Committed team player, with the ability to motivate others. Able to work with and contribute to the whole team by ensuring that help is offered to others when another member of the Faculty is over-burdened. Exhibits a practical and resourceful approach.
* **Adaptability/Flexibility:** maintains effectiveness in a changing environment. Able to be flexible in approach to work without losing sight of key objectives. Able to move from operational tasks to strategic ones easily. Able to apply skills and experience to different settings.
* **Communication:** expresses ideas effectively and conveys information appropriately and accurately both verbally and in writing. An open and participative style.
* **Resilience:** maintains performance under pressure and/or opposition.
* **Analysis/Reasoning:** examines data in order to grasp issues, draw conclusions and solve problems including exam data.
* **Financial management:** ability to manage and work with budgets and to work within financial constraints. Able to manage/maximise financial opportunities. Excellent commercial acumen.
* **Educational expertise:** understands how assessments are put together and what they contain, understands theory and practice of how learners learn and trainers train, understands e-learning and how it can be applied to different learning settings.
* **Business Skills:** experience of developing the ‘business’ side of education and training products including of protecting/selling training materials.
* **Confidentiality and Discretion**: deals with projects and correspondence that are of a highly confidential nature in a professional and discreet manner.
* **Project management:** ensures that projects are managed in accordance with deadlines and within budget.
* **Staff management:** manages staff in ways that improve their ability and motivation to succeed on the job.
* **Leadership:** promotes the Faculty’s mission and goals, and shows the way to achieve them. Takes responsibility for the directions and actions of a team.Promotes a professional image including appearance, quality of work, manner, developing standards of presentation for written work and reports.
* **Strategic vision:** sees the big, long-range picture and able to develop and lead a work programme to contribute to the overall organisational strategy.
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Application form

**Director of Education/Deputy CEO**

Please complete this Application Form (delete the preceding pages) and the Equal Opportunities Monitoring Form (download from <http://www.allysondavies-consultant.com/wp-content/uploads/2016/04/EO-form-FSRH.docx>) and attach a CV outlining your career to date, plus any academic and professional qualifications. Please email your application, by 10am on Wednesday 25 May 2016, to FSRH@allysondavies-consultant.com

Full Name:

Address:

Mobile phone:

Home phone:

Email:

How did you hear of this post:

Are you eligible to work in the UK?

# References

Please give details of two professional referees: your current or most recent, and a previous employer:

1. Name and professional relationship to you:

Tel:

Email:

OK to approach immediately? Yes/No

1. Name and professional relationship to you:

Tel:

Email:

OK to approach immediately? Yes/No

**Please give details of your current income and benefits details:**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits:

Notice required:

##### On no more than two pages, please state:

1) Why you would like to be the Director of Education/Deputy CEO at the FSRH?

##### 2) What three key areas of your experience and skills you can bring to this role? Please draw upon the Person Specification to inform your answer.

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the FSRH will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to FSRH, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director of Education/Deputy CEO**

The recruitment process timetable

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| Deadline for applications | 25 May 2016, at 10am |
| Screening Interviews | 30 May–3 June either via phone or in London |
| Panel interviews | 10 June (London)  |
| Final Interview | 13 or 16 June (London)  |
| Decision made & successful candidate notified | 22 June |

## To Apply

If you would like to apply for this role, please complete this Application Form and Equal Opportunities Monitoring Form (downloaded from <http://www.allysondavies-consultant.com/wp-content/uploads/2016/04/EO-form-FSRH.docx>), plus attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your application, **by 10am, on Wednesday 25 May 2016**, to

FSRH@allysondavies-consultant.com

**Further Information**

If you require any further information or you would like to discuss anything in more detail, please contact Allyson at the above email, or call 020 7828 3855 or 0796 855 6164.