



Job Description and Person Specification

Administrative Officer role – Sex Education Forum

Employer: Sex Education Forum

Role: Administrative Officer

Hours: Part time 0.3FTE (10.5 hours per week)

Pay: £25K per annum 1FTE (= £7,500 per annum)

- **Three-month contract, with the possibility of extension and of increase in hours.**
- **Hours to be carried out during business hours, spread over the working week.**
- **Remote working (within UK)**

Application deadline: Wednesday 13 October 2021 (midnight)

Interviews (remote): Thursday 21 October 2021

We believe that all children and young people are entitled to good quality Relationships and Sex Education (RSE) to support them while growing up. First established in 1987, the Sex Education Forum has helped support generations of educators and lobbied successfully for the introduction of compulsory Relationships and Sex Education in all English schools.

Now that RSE is mandatory we have the opportunity to support teachers, parents and other educators to provide accurate, relevant and inclusive RSE that truly meets children and young people's needs.

This is an exciting time to join the Sex Education Forum. In April 2021 we established ourselves as an independent charity. Our small, friendly staff team work remotely, and need an organised and efficient Administrative Officer, with strong IT skills, to keep our membership service and events programme running smoothly, so that every educator looking for support gets a quick and helpful response. This part-time role, 0.3 FTE spread over the working week, reports to the Chief Executive and has a particular focus on digital and customer-facing administration of memberships, events and a dynamic portfolio of project activities. You can read more about the work of the Sex Education Forum [here](#).

Sex Education Forum

Registered charity no 1193467

Registered address: 2 Singer Mews, London, SW4 6AX www.sexeducationforum.org.uk

email: info@sexeducationforum.org.uk

twitter: [@sex_ed_forum](https://twitter.com/sex_ed_forum)

In line with the Sex Education Forum's values and principles, we welcome applications regardless of age, disability, gender identity, race, religion, or sexual orientation. We are happy to respond to flexible working requests.

Have a look at the skills and values we are looking for. We look forward to hearing from you.

Role responsibilities (job description)

1. To administer the Sex Education Forum's membership scheme including liaison with customers and maintenance of relevant databases and websites.
2. To provide administrative functions for the Sex Education Forum's portfolio of online events and training courses, to include responding to phone calls and email inquiries and making pro-active communications to support marketing.
3. To organise logistics for specific project activities, for example scheduling meetings and training, editing digital resources, and contributing to project management.
4. To administer a range of financial procedures such as invoicing.
5. To draft e-mail communications for Sex Education Forum members and stakeholders, to include summarising information and building 'campaigns' in Mailchimp.
6. Other duties as appropriate to the level of the role, in discussion with line manager.

Person Specification

Essential

- Excellent IT skills including intermediate or advanced skills with Microsoft word package (Word, Excel, Powerpoint and Outlook) and a demonstrable ability to learn to use new IT software
- Ability to handle data with a very high level of accuracy and awareness of GDPR
- Ability to devise and apply methodical processes to support the membership journey, which can involve using several software platforms relating to the sale and provision of membership benefits
- An accessible and customer-focused communication style and interpersonal skills including writing skills and experience of compiling material for written and electronic mediums to a high standard
- Experience of responding to a variety of enquiries including from members of the public
- Planning and organizational skills to fulfill basic project management tasks
- Ability to work autonomously without supervision for the majority of the time, and with a pro-active approach to communication to be part of an effective team
- Flexibility to respond to change, for example as new projects begin

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- A commitment to equality and diversity and anti-discriminatory practice and to the [values and principles](#) of the Sex Education Forum, which includes providing all children and young people with accessible, accurate and inclusive information about Relationships and Sex matters while growing up

Desirable

- Familiarity with updating and editing websites, handling financial processes and updating databases
- Experience of Mailchimp, QuickBooks and TidyHQ
- Experience of preparing materials for publication
- Experience of working with children and young people, and/or parents, teachers or school staff
- Awareness of education systems in England

Terms of employment

Duration of contract. The post is currently on a three month contract, with the possibility of an extension and increased hours.

Hours of work. The post is 0.3 FTE (10.5 hours per week) with hours to be carried out during business hours, spread over the working week.

Salary. £25K per annum 1FTE (= £7,500 per annum for 0.3 FTE).

Normal place of work. Remote working. SEF staff work from home with regular virtual meetings. Occasional face to face meetings may be introduced as required.

Holiday entitlement. The annual leave year runs from 1st April to 31st March. Holiday entitlement is 30 days + 8 bank holidays per year, making a total of 38. Pro-rata entitlement for 0.3 FTE is 11.4 days per year, rounded up to 3 days per quarter.

Pension entitlement. SEF operates a pension scheme into which you are invited to enroll. The pension scheme provided by SEF is *True Potential*. SEF contributes 3% and the employee 5%.

Probationary period. One month.

Notice. One month's notice of termination of employment from either side after the probationary period.

Shortlisting and interviews

Short listed candidates will be invited for interview on with the Sex Education Forum Chief Executive and a member of the SEF Board.

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Short listed candidates who have not been selected to take up the post will be informed of the outcome as soon as possible after interview and may request feedback on their application.

We will only respond to shortlisted candidates. If you have not been invited for interview please assume that on this occasion you have not been successful.

September 2021

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