

Administrator Job Description and Person Specification

(June 2024)

Job title: Administrator

Organisation: British Society of Abortion Care Providers (BSACP)

Reports to: Operations Manager

Direct Reports: none

Time Commitment: Variable with a minimum of 2 hours per week

Salary: £15 per hour

About BSACP

The British Society of Abortion Care Providers (BSACP) is a multi-professional organisation formed in 2015 to promote best practice, education, training and research in abortion care.

BSACP serves its 200+ members by providing a forum for professional development and networking, as well as by raising the profile of the specialty and improving understanding amongst those responsible for abortion-related policy, guidance, commissioning, regulation and training.

You can find our vision, mission and aims [on our website](#).

Summary

The Post holder will closely work with the BSACP operations manager, officers and council to support the administrative part of the organisation.

This will include dealing with external queries, circulating information to and arranging meetings for members, officers and council, upkeep of the BSACP website and supporting the organisation of the annual conference and dealing with the Society's finances.

This position is a freelance contract subject to 6-monthly review

The notice period for termination of contract is three months

Job Description

1. To support the work with BSACP members and respond to enquiries
 - a. Membership list and subscription reminders/queries/process refunds
 - b. Process admission of new members
 - c. Maintain online membership database
 - d. AGM paperwork

2. To support managing external enquiries
 - a. External emails – respond and/or field to the operations manager or Officers
 - b. Maintain/update BSACP media pack used for enquiries

3. To provide administrative support for council and other meetings
 - a. Circulate agendas and papers for meetings
 - b. prepare/circulate post-meeting action notes/minutes
 - c. Organise paperwork/election polls for vacant Council positions

4. To provide administrative support for Committees

5. To support Conference planning and administration

6. To support the ongoing management of the Website by maintaining public interface and members' area

If interested please contact us at admin@bsacp.org.uk

Person Specification

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Education/ Qualifications	<ul style="list-style-type: none"> • A Level or equivalent • NVQ level 3 or equivalent experience 		AF
Skills/ Abilities	<ul style="list-style-type: none"> • Able to organise own workload • Excellent verbal and written communication skills • Computer literate / Experience of Microsoft Office Packages and Microsoft Teams 	<ul style="list-style-type: none"> • Experience with MS365 and SharePoint • Experience with website updating, ideally website management 	AF/I

Experience	<ul style="list-style-type: none"> • Experience of working in administrative roles 	<ul style="list-style-type: none"> • Experience of working with healthcare professionals 	AF/I
Knowledge		<ul style="list-style-type: none"> • Some knowledge/understanding of NHS-funded abortion services and reproductive health care 	AF/I
Other Requirements	<ul style="list-style-type: none"> • Supportive of BSACP vision/mission • Must be pro-choice on abortion • Work flexibly as required (Evenings to support Council meetings and occasional Saturdays) • Highly motivated 		AF/I