



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Training and Membership Officer
<b>Reports To:</b>	Head of Education and Development (close working and input from Education Chair and STIF SG Chairs and Exec)
<b>Hours:</b>	Full-time
<b>Contract Length:</b>	Permanent
<b>Location:</b>	Flexible hybrid office / home working: including meetings across UK, regular London based meetings
<b>Salary:</b>	c. £30-35K dependent on experience
<b>Benefits:</b>	Annual leave – 35 days (inclusive of bank holidays) Contribution to pension – 3% Ability to work flexibly

## ROLE PURPOSE

British Association for Sexual Health and HIV (BASHH) is seeking to appoint an outstanding Training and Membership Officer.

This role will work closely with the Head of Education and Development to support the delivery of BASHH's broad programme of education and training. A core component of this education programme is the STI Foundation ([www.stif.org.uk/](http://www.stif.org.uk/)). The STI Foundation co-ordinates work-based competencies training within Sexual Health services across the UK. Along with supporting BASHH's regular calendar of training events and conferences, the post-holder will be responsible for the day-to-day administration of the STI Foundation and will provide executive support for the STI Foundation Steering Group and BASHH's Education Committee.

The Training and Membership Officer will also work closely with BASHH's CEO, Board and Special Interest Groups to support the BASHH membership function to ensure that BASHH meets the changing needs of our members and drives forward the agenda for better sexual health and HIV care for all.

Joining at an exciting time for BASHH, the post-holder will ensure the continued integrity and credibility of BASHH's extensive education and training offering, playing a significant role in equipping our world-class genitourinary medicine workforce to build, adapt to and influence change at a national and global level.

## KEY RESPONSIBILITIES

### Administration and support for the STI Foundation

- Administration of STI Foundation theory courses
  - Working with regional course directors to plan and deliver theory courses.
  - Supporting the financial admin, evaluation, and certification of courses.
- Administration of the BASHH STI Foundation Competency Programme:
  - Management of trainee and trainer database and records across multiple systems.

- Responding to trainer and trainee queries.
- Monitoring and facilitating trainee progression, completion, audit, certification and re-certification, including administering the ePortfolio system.
- Maintenance of STI Foundation website and SharePoint.
- Oversight of STI Foundation newsletter and mailings.
- Support marketing and promotion of STI Foundation.
- Support effective evolution and adaptation of STI Foundation workflow and systems to optimise productivity and meet the needs of trainers and trainees in a cost effective way.

### Administration and support for BASHH's wider training, events and conferences

- Support the delivery of Special Interest Group (SIG) events in collaboration with SIG chairs, the Head of Education and Development and BASHH's events management company.
- Support the delivery of Conferences in collaboration with Conference Chairs, the Head of Education and Development and BASHH's events management company.

### Membership support and administration

- Member communications and support, including liaising with SIGs and ensuring there is high quality engagement between SIGs and other functions of BASHH.
- Working with key BASHH representatives including Officers, SIG and committee chairs to ensure content is up to date and consistent with BASHH brand guidelines.
- Member email communications, including event marketing, news dissemination and information updates.
- Management of mailing lists and BASHH mailing service (e.g. Mailchimp).
- BASHH Bitesize support.

### Executive support

- Support for the Education Committee and the STI Foundation Steering Group, including:
  - Organisation of meetings, including space, accommodation and catering for in-person meetings as required.
  - Preparation and circulation of agendas and meeting papers.
  - Taking and circulation of minutes, actions log and coordination of follow-up of actions.
  - Records of all minutes, actions and other administration relevant to the group (including membership and email lists and online space).

Wider BASHH training and membership support as agreed with line manager and in response to changing need or to support cover of duties when staff are on leave.

## PERSON SPECIFICATION

### Experience & Qualifications

- Experience of work within a membership, education, training, healthcare or other large network organisation.
- Experience of providing direct support and services to members, customers, and/or other individual stakeholders.
- Experience of supporting multiple programmes of work using a range of digital platforms.
- Experience of editing website content; and using CRM, learning management, and email marketing systems.
- Experience of providing executive support to meetings.

### Knowledge, Skills & Abilities

- Ability to work effectively with and meet the needs of BASHH members, officers, trainers, and trainees across a diverse range of online and in-person settings.
- Understanding of education/training/CPD interventions and how they add value to career development and progression.
- Ability to improve workflows and systems, to optimise productivity, including the application of digital automation, where appropriate.
- A strong proficiency in the use of Microsoft systems, especially the use of Excel and SharePoint.
- Ability to manage a complex and multi-faceted workload, with excellent time management, organisation and planning skills.
- Ability to take initiative and add value to an organisation's function.

### Values & Behaviours

- Personable, approachable, adaptable and willing to constructively challenge the status quo.
- Commitment to own continuous personal and professional development, particularly in relation to equity, diversity and inclusion and allyship of marginalised communities.
- Role model appropriate personal, organisational, and ethical values in all functions of the role and helping to promote these in others.

## HOW TO APPLY

To formally apply, please submit a CV and supporting statement that clearly outlines your suitability for the role against the criteria provided in the person specification.

### Diversity Monitoring

BASHH is committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we would therefore be most grateful if you would complete the equality monitoring survey.

### [Data Processing, Protection and Privacy Policy](#)

## RECRUITMENT TIMETABLE

**Closing date:** 11.59pm 30 July 2025

**Interviews and Assessment:** 7 August 2025