

JOB TITLE:	PROFESSIONAL FORUM MANAGER
JOB HOLDER:	
DATE UPDATED:	
CODE (Office Use):	
REVISION (Office Use):	

**This job description is for guidance only and not part of the employment contract.

1 MAIN PURPOSE OF THE JOB

To establish, engage and support the board of the Professional Forum (PF) in the delivery of their objectives, including support for the regulatory functions of the Board, engagement with members and the development and delivery of services to members, development of research proposals and oversight of research including securing of required income.

2 POSITION IN ORGANISATION

Initially reports to Head of Public Affairs, responsible to the board of the Professional Forum

3 SCOPE OF JOB

Support for PF Board, development and delivery of services, representing the organisation to external bodies and communication with members, leading on acquisition of research funding and managing research activity. Initial set up of organisation and on-going management. Some out of hours working will be required.

4 DIMENSION & LIMITS OF AUTHORITY

As determined by Head of Public Affairs and PF Board

5 QUALIFICATIONS

A third level qualification or equivalent in a healthcare related subject with a background in business I

Desirable – a pharmacy related qualification

6 SKILLS & EXPERIENCE

Excellent communicator
Experience in the management of people, projects and resources
Knowledge and experience of budgeting
Negotiation skills
Knowledge of the Health sector, particularly pharmacy
Knowledge and/or experience of professional bodies
Knowledge and/or experience of obtaining funding, including research funding
Knowledge and/or experience of managing research projects

DUTIES & KEY RESPONSIBILITIES

1 – Board –

- 1.1 To engage with and support the PF Board in the execution of their duties including working with the board on strategy development, provision of advice, overseeing / delivering key tasks and attendance at meetings
- 1.2 Provide key financial and budgetary support to the PF Board and liaise with the Business Manager on financial reporting
- 1.3 – lead on sourcing funding in accordance with the business plan

2 – Development – In partnership with the Board and other staff lead the development of the Professional Forum from start-up to end of pilot in accordance with the development plan

3 – Membership –

- 3.1 Lead on communications with the membership on professional issues
- 3.2 Work closely with members and potential members on the development of the professional Forum
- 3.3 Bring services to the membership on stream in accordance with the business plan
- 3.4 Monitor the performance of services and keep the PF Board advised of developments
- 3.5 Assist in identifying research needs and oversee delivery of research

4 - External Relations –

- 4.1 With the Head of Public Affairs manage the relationship with key stakeholders
- 4.2 As an early priority engage with stakeholders involved in the consultation and manage key relationships