



# Faculty of Homeopathy

## **Chief Operating Officer (12 month fixed term contract)**

**Location:** London office (at least one day per week) and home based.

**Salary:** 3 days per week £35,000 - £40,000 FTE.

**Contract Type:** Initially this is a 12 month contract. At the end of this period, if the postholder has demonstrated aptitude for the role and has adequately increased the Faculty's revenues, there will be the opportunity for the post to become permanent.

## **The Faculty Of Homeopathy**

The Faculty of Homeopathy was founded in 1844 and incorporated by an Act of Parliament in 1950. Although UK based, the Faculty is an international and multidisciplinary organisation embracing a wide range of healthcare professionals. Faculty members are medical professionals (doctors, nurses, dentists, pharmacists, and vets) who are qualified in both conventional and homeopathic medicine. The Faculty is the only homeopathic organisation to be recognised by the General Medical Council (GMC). The Faculty is also fortunate to have HRH The Prince of Wales as its patron.

## **Job Description**

If you are a successful and experienced leader in the charitable, third sector, or non-profit sector we would be delighted to hear from you. You will be responsible for the day-to-day operations of the Faculty; and will work collaboratively with the President and other Faculty Council Members. Your direct reports will be the Membership and Education Officer and three external service providers (Digital Communications Officer, Editor of the international research journal, *Homeopathy*, and Editor of *Simile*, the Faculty's newsletter).

This is a new post, offering the right candidate an opportunity to play a significant role in developing the long-term future of the Faculty.

The key responsibilities of the role include:

- Operational lead, responsible for finance, human resources, health and safety, admin, and ensuring the Faculty's commitment to equal opportunities.
- Increasing the professional membership of The Faculty.
- Identifying and securing additional funding streams.
- Working with the President, Treasurer, Council Members, and Working Groups in the strategic management and long-term planning of the Faculty.
- Representing the Faculty at external events as required.
- Sitting on The Academic Board, Members' Committee, Concerns and Complaints Committee, Appraisal and Revalidation Committee.
- Budgeting and forecasting processes and producing management accounts for the Faculty Council.
- Help the Faculty to create a revenue stream by making its extensive collection of research papers, presentations, and other homeopathic materials available to its members and non-members around the world.
- Vision to help the Faculty build on its long history in the current political, social, and economic climate.
- The role also includes routine, essential duties.

## **Essential Skills, Knowledge And Expertise**

- Strong leadership, management, and motivational skills.
- Excellent verbal, written, and interpersonal skills – enabling you to interact with a diverse audience.
- Good IT skills, and significant experience of using Microsoft Word, Excel, PowerPoint, and Outlook
- Highly organised, self-motivated, and personally effective; you are able to manage a significant workload and prioritise tasks.
- Excellent decision making skills – you will take accountability for your actions and decisions.
- A proven track record in income generation.
- An understanding of Diversity and Inclusion; and how they can be embedded in the organisational strategy, development, and day-to-day operations.
- A strategic thinker who will work with the Faculty Council to ensure the long-term sustainability of the Faculty.
- Social media experience – Facebook, Twitter, LinkedIn, Instagram, and YouTube.
- You will be comfortable working within a small organisation that plays a significant role in the world of homeopathy.
- An interest in homeopathy or CAM (Complementary and Alternative Medicine).

## **Desirable Skills, Knowledge And Expertise**

- A bachelor's degree or equivalent relevant professional expertise.
- Experience of working with or for a membership organisation.

If you would like an informal discussion before applying please contact Dr Gary Smyth, President of the Faculty of Homeopathy. Please do **not** send your CV to Dr Smyth.

E: [president@facultyofhomeopathy.org](mailto:president@facultyofhomeopathy.org)

T: 020 3640 5903