



Institute For
Addressing
Strangulation



The Institute for Addressing Strangulation (IFAS)

IFAS sits within the Faculty of Forensic & Legal Medicine (FFLM). IFAS is funded by the Home Office to increase awareness of the risks of strangulation, develop a research evidence base to inform best practice and resources, and deliver training and awareness to improve the response to victims/survivors. Funded until March 2026 (with the potential for extension), we are looking for a dynamic individual with administrative and coordination experience.

Find out more about IFAS [here](#).

Closing Date for Applications:

Job title: IFAS Administrator/Coordinator

Contract: Fixed term pending successful probationary period (six months from start date) – May be extended, funding permitting

Location: Remote working/ Occasional travel

Responsible to: IFAS CEO

Reports to: IFAS CEO

Key relationships:

IFAS Medical Director
IFAS Research Officer
IFAS Survivor Liaison and Research Worker
IFAS Communications Manager
FFLM Office staff

Working Hours: 20 per week (*pro rata based on a 35-hour working week*)

Monday to Friday worked flexibly as occasional evening and weekend working is required.
Occasional travel in the UK required with overnight stays.

Salary: £25,732.80, £14,704.46 (pro rata)

Annual Leave: 29 days plus bank holidays (pro rata)

The Role and IFAS

IFAS was established in October 2022. Funded by the Home Office, IFAS is partnered with [SafeLives](#) and [Bangor University](#) and has developed a reputation as a centre of excellence on the topic of strangulation.

We are seeking a dynamic administrator to support and deliver on our aims and objectives, alongside the small but highly effective team at IFAS.

Working with our host organisation, the Faculty of Forensic and Legal Medicine (FFLM), and our partner organisations, the work of IFAS has the potential to have a significant impact on policy and practice development in relation to strangulation in the context of domestic abuse, sexual violence and wider contexts.

Job Summary

The successful candidate will play a key role within IFAS, delivering administrative support across all areas of business including liaison with internal and external stakeholders.

The post holder will be required to work 20 hours per week preferably over 5 days between the hours of 9.00 am and 1.00 pm. Flexible working is negotiable. This role is remote with occasional travel and attendance at in person meetings.

Role Requirements

- Coordinate internal and external meetings, including drafting agendas, taking and formalising minutes, managing subsequent action logs, and communicating with stakeholders.
- Develop standard operating procedures and processes.
- Undertake diary management tasks where required on behalf of the IFAS CEO and Medical Director.
- Maintain effective communication with partners and stakeholders to develop and maintain effective working relationships.

- Coordinate event and training requests made to the team, creating attendee lists, collating materials, and issuing certificates of attendance.
- Act as the first point of contact dealing with and directing telephone and email enquiries, including monitoring the IFAS email account, responding to basic queries and triaging as appropriate.
- Coordinate and manage the administration of training, webinars and online and in-person conferences including liaising with the venue, speakers, delegates, and AV technicians.
- Liaise with FFLM Finance and Membership Manager/Interim Office Manager regarding issuing and payment of invoices.
- Any other reasonable duties.

Please note that in submitting your application, IFAS/FFLM will be processing your data.

What you need to demonstrate when you apply: Person Specification

When you apply, it is important that you let us know what skills/experience you have, for example from a similar role, which would make you right for this role. Suitability will be assessed through your application and, where successful, a shortlisting interview.

Essential Criteria

Qualifications/Experience

1. Education to GCSE level including English Language and Mathematics or a Post-16 qualification or equivalent experience.
2. Excellent written and verbal communication skills.
3. Experience of developing effective working relationships both internally and externally.
4. Experience working in a support role using administration processes effectively to support multiple activities.
5. Experience in managing time to meet deadlines and working under pressure without compromising on quality.
6. Experience in providing advice and guidance to a range of customers and colleagues.
7. Experience of solving problems yourself and as part of a team, including planning solutions and making pragmatic decisions.
8. Evidence of personal development to maintain skills.

Skills/Abilities/Knowledge

9. Excellent spoken and written communication skills in English, including the ability to develop effective working relationships, both internally and externally.
10. Strong digital competence with demonstrable skills in using core digital tools including internet, email, digital communication tools, Microsoft 365 applications, digital booking system, project planning.

11. Competency, or willingness to become competent, in making content updates to websites and using dissemination software tools such as Canva, Mailchimp, and WordPress.
12. Demonstrable ability to proactively work with team members to ensure the delivery of high-quality services.

Desirable Criteria

1. Knowledge of, or interest in all forms of violence (including domestic abuse and sexual violence), including professional responses to victims and survivors, and societal attitudes and cultures.

Please note that this Job Description does not contain an exhaustive list of duties and responsibilities. The post holder may be required to provide support in areas not listed on this document.

We are committed to quality, equality, and valuing diversity. The FFLM positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

How to apply

Closing Date for Applications: 19 February 2025

What you are required to submit:

- A CV
- A supporting statement
- Our [Diversity Monitoring Questionnaire](#)

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. Where there are desirable criteria, we would also urge you to provide any relevant evidence. While some criteria will be considered at the shortlisting stage prior to interview, other criteria may be considered later in the process, such as questions at interview.

Contact details

If you would like to have a chat or ask any questions about the role, Bernie Ryan, CEO would be happy to speak to you: contact@ifas.org.uk