

JOB DESCRIPTION

POST:	Project Coordinator
RESPONSIBLE TO:	Deputy Chief Executive
JOB PURPOSE:	Coordinating project to improve support offered to those facing the challenges of childlessness, and in particular to work with clinics to improve support they offer to patients following unsuccessful treatment
LOCATION:	Ideally Central England
HOURS PER WEEK:	35

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

1. To review support options available to all those who remain involuntarily childless
2. To contact all clinics to confirm what support they offer to patients following unsuccessful treatment
3. To liaise with other organisations, including the HFEA, to establish how best to ensure all patients leaving clinics after unsuccessful treatment are better supported
4. To review and update the current Fertility Network UK 'options pack' and liaise with clinics to ensure all patients receive appropriate information, including link to the new 'options pack'
5. To establish whether GPs are informed when patients leave a clinic after treatment, including after unsuccessful treatment and establish a recommended protocol for ensuring that GPs are always informed whenever a patient finishes a cycle of treatment, no matter what the outcome
6. To develop a GP protocol and suitable information for GPs
7. To work with the Volunteer Coordinator to increase the number of volunteers available to support those facing the challenges of childlessness
8. To work alongside and support the Chief Executive, executing agreed delegated activities as required including speaking at events
9. To assist the Chief Executive in executing the agreed charitable objectives and to attend and participate in regular internal and external meetings as necessary
10. To contribute to the strategic direction of the organisation during the duration of the project
11. With support of the Business Development Manager, to seek funding to continue the project on a longer term basis
12. To identify new development opportunities for the organisation which will increase support available to those remaining involuntarily childless
13. To provide written and verbal reports to both the Chief Executive, the Board of Trustees and external agencies where required
14. To assist the Chief Executive in raising the profile of the charity and increasing understanding of fertility related issues, particularly issues faced by those remaining involuntarily childless, via the media, outside conferences and meetings and via clinics and health professionals working in the field
15. To undertake any other duties required by the Deputy Chief Executive to ensure the smooth running of the organisation including ensuring that all correspondence is dealt with as per charity policies
16. To take responsibility for your own health and safety and that of others in line with the charity's health and safety policy