JOB DESCRIPTION

**POST:** Support Coordinator – Northern Ireland

**LOCATION:** N. Ireland (Home based)

**RESPONSIBLE TO:** Northern Ireland Coordinator, N. Ireland

**JOB PURPOSE:** To promote Fertility Network UK, More to Life (MTL) and Ace Babes (AB)and provide emotional support and signposting for those who contact the Charity in N. Ireland. To co-ordinate support group activities within the region by liaising with individuals, local groups, relevant agencies and hospitals/clinics/professional organisations.

 **Hours per week** – 10 contracted up to end of November 2019 with possible extension.

 **Salary** – Up to £ 11.50 per hour depending upon experience.

**MAIN DUTIES OF THE POST:**

1. Provide administrative support and advice to patients, professionals and those voluntary patient support groups already affiliated to FN UK, MTL and AB.
2. Create and expand the current network of support via groups, social media etc and provide the necessary administrative support and advice.
3. Promote, organise and attend fertility groups across NI on a regular basis, adding value to the groups by way of a visiting speaker, presentation or group discussion.
4. Endeavour to recruit volunteers to assist with general support, fertility groups, conferences, fundraising and the promotion of the charity, liaising with other FN UK staff as required.
5. Provide the NI Coordinator with statistics and other key information gathered from support activities in a timely manner for input to reports.
6. Assist the NI Coordinator in developing close contacts with clinics/professionals working in the field of infertility by way of visits/talks.
7. Assist the NI Coordinator representing F N UK at outside meetings/exhibitions/conferences within the region and elsewhere in the UK.
8. Ensure all emails, telephone calls, texts, Facebook and other electronic messages are answered promptly and in a sympathetic and informative manner, as per the FN UK Communications and Social Media Policies.
9. Attend educational and other training courses in line with appraisal objectives agreed with the NI Coordinator. Attend staff training and networking conferences as per the request of the Chief Executive.
10. Work with colleagues to deliver the FN UK Business Plan, contributing as agreed.
11. To undertake other duties within the responsibility of the post.