**POST: Education Development Officer (17.5hrs)**

**CONTRACT:** 5-year fixed term

**SALARY:** £20,020 Pro-Rata

**LOCATION:** South Wales (working from home)

**RESPONSIBLE TO:** Head of Operations

**JOB PURPOSE:** To promote Fertility Network UK. To provide fertility information and education in colleges and universities, to GPs and to student midwives and doctors across Wales. To ensure that people are better informed on all aspects of fertility issues, including how to take care of their fertility, and how and when it declines. To raise awareness of fertility issues among young people and to educate them about the issues that can impact fertility, such as sexually transmitted diseases and lifestyle choices - to reduce the incidence of future fertility problems through improved outcomes in terms of sexual health and lifestyle.

**MAIN DUTIES OF THE POST:**

* Develop relationships within education by way of visits/talks/events and raise the profile of the charity and awareness of fertility related issues amongst colleges, universities, GPs and relevant public, private and third sector organisations.
* Coordinate Fertility Network UK’s involvement in educational events.
* Provide fertility information and education in colleges and universities, to GPs, in the workplace, and to student midwives and doctors.
* Recruit young adult volunteers to assist with educational events, conferences and the promotion of the charity; liaising with the Volunteer Coordinator as required.
* Whenever work of a counselling nature is carried out, to have due regard to the sensitive nature of the issues involved.
* Assist the Wales Coordinator, Head of Operations and the Chief Executive in following up all possible leads within the region with media/clinics/education/companies and main contacts to create a higher profile for Fertility Network UK.
* Develop close contacts with regional media outlets and promote awareness of Fertility Network UK and infertility within the region.
* Actively assist in managing the appropriate social media networks to raise the profile of the charity, improve awareness of fertility issues and engage with service users in Wales.
* Actively assist in the organisation and facilitation of Fertility Network information events in Wales.
* Assist the Charity in representing Fertility Network UK at outside meetings, exhibitions, events and conferences within the region, delivering presentations where required.
* Ensure all correspondence is dealt with promptly and efficiently.
* Ensure all telephone calls and emails are answered promptly and in a sympathetic and informative manner.
* Attend educational courses where required.
* To undertake other duties within the responsibility of the post.