**POST: 2 x Project Workers (17.5hrs each)**

**CONTRACT:** 5-year fixed term

**SALARY:** £20,020 Pro-Rata

**LOCATION:** 1 position based in South Wales (working from home)

1 position based in North Wales (working from home)

**RESPONSIBLE TO:** Head of Operations

**JOB PURPOSE:** To promote Fertility Network UK. To set up and facilitate newfertility support groups within the region. To recruit volunteers to lead established groups and provide the necessary administration, advice and promotion to those groups. To raise awareness of Fertility Network UK within relevant agencies, hospitals, clinics and GPs. To provide support and information to those affected by fertility issues from all backgrounds.

**MAIN DUTIES OF THE POST:**

* Expand the current network of fertility support groups throughout the region and provide the necessary facilitation and administrative support and advice. Liaise with guest speakers and promote meetings through the Network, website and social media.
* Attend and facilitate certain monthly fertility group meetings within the region.
* Recruit volunteers to assist with the facilitation of fertility groups, events and the promotion of the charity; liaising with the Volunteer Coordinator as required.
* Provide on-going 1-1 support and Wales – specific information to those affected by fertility issues.
* Develop close contacts with professionals working in the field of fertility and raise the profile of the charity and awareness of fertility related issues amongst GPs and relevant third sector organisations by way of visits/talks/events.
* Assist the Wales Coordinator in the organisation and facilitation of Fertility Network information events. Support the Education Development Officer in the organisation and facilitation of educational events and activities.
* Ensure all databases are kept up to date.
* 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/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 and engage with service users.
* 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.