###### JOB DESCRIPTION: Part-time 17.5 hrs. p/w England Volunteer Coordinator, Fertility Network UK

Location: Home based with some travel throughout the UK

Renumeration: £22,204.00 pro rata

Reports to: England Coordinator

###### Core Purpose To improve support offered to those facing the challenges of infertility and childlessness. To provide support to our Trying to Conceive and More to Life volunteers.

###### Key Responsibilities

* To increase the number of volunteers available to support those facing the challenges of general Trying to Conceive and living without children.
* To coordinate and monitor our support groups both face to face and digital.
* To organise a webinar programme for our More to Life community
* To coordinate our closed Fertility Groups via Facebook. Setting up new groups, liaising with volunteers who run the groups and helping them grow by promoting groups and arranging meetings. social media groups. Supporting volunteers who lead these.
* To contribute to the strategic direction of the organisation
* With support of the Business Development Manager, to encourage fundraising to continue the project on a longer-term basis
* To identify new development opportunities for the organisation which will increase support available to those trying to conceive and to those remaining involuntarily childless.

* Working with clinics to confirm the support that is available following unsuccessful treatment.
* 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 updated ‘options pack’
* To provide written and verbal reports to the England Coordinator and Operations Manager and external agencies where required
* To assist in raising the profile of the charity and increasing understanding of fertility related issues.
* To undertake any other duties required to ensure the smooth running of the organisation including ensuring that all correspondence is dealt with as per charity policies
* To take responsibility for your own health and safety and that of others in line with the charity’s health and safety policy

*The above job description is not intended to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change. This document will be regularly reviewed by both parties.*