###### PERSON SPECIFICATION: Part-time England Coordinator, Fertility Network UK

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| CRITERIA | ESSENTIAL | DESIRABLE |
| EXPERIENCE: | | |
| Voluntary sector | * Good working knowledge of all relevant (and upcoming) legislation and codes of practice including GDPR. * Experience of working with volunteers * Organisaing and co-ordinating event/meetings * Webinar experience | Experience of giving presentations and/or public speaking  Experience of fundraising |
| Partnership Working | * Evidence of successfully building and developing sustained and effective relationships with a diverse range of people |  |
| Volunteer Management | * Proven ability to inspire and coordinate a team in an organisation delivering multifaceted services |  |
| Fertility | * A good understanding of the challenges facing those affected by difficulties in conceiving and those who will remain childless |  |
| SKILLS: | | |
| Organisational | * Sound organisational and time management skills, with the ability to work on own initiative, being self-motivated and able to prioritise effectively to meet deadlines |  |
| IT | * Experience in the implementation and use of contact (CRM) systems in the charity sector. * Ability to use of social media to support our community and to promote the charity and achieve its aims. * Able to produce tailored reports, presentations, and spreadsheets | Able to use web and social media to maximise impact and reach in promotion of the charity and achieving its aims. |
| Communications | Excellent written and oral presentation skills.  * Excellent interpersonal skills, including the ability to communicate/work effectively with a wide range of people in a participatory, respectful, collaborative manner |  |
| People | Experience of, and strong commitment to, developing a team and collaborative working across the organisation |  |
| OTHER: | | |
| Personal Values | Empathy with, and a high level of commitment to, Fertility Network UK’s purpose  * Enthusiastic, resilient with a can-do attitude and a determination to succeed * Able to convey personal credibility and authority |  |
| Qualifications: | * Educated to A level standard or equivalent |  |