###### JOB DESCRIPTION: London Representative, 17.5 hours p/w, Fertility Network UK

Location: Homebased/ Greenwich office with travel throughout London

Renumeration: £23,496.00 pro rata

Reports to: England Coordinator

Core Purpose  
To promote Fertility Network UK, provide moral support and advice for existing Fertility Network UK support groups and their members in London. To co-ordinate activities within the region by liaising with individuals, local groups, relevant agencies, hospitals/clinics to provide a regional contact for the England Coordinator, Operations Manager, CE, Head Office, and Volunteers.

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###### Key Responsibilities

* Provide administrative support and advice to peer support groups already affiliated to Fertility Network UK.
* Develop close contacts with clinics/professionals working in the field of infertility by way of visits/talks.
* Expand the current network of support groups and provide the necessary administrative support and advice.
* Have an understanding of fertility problems and show due regard to the sensitive nature of the issues involved.
* Assist the England Coordinator in following up all possible leads within the region with media/clinics/companies and other stakeholders to create a higher awareness of Fertility Network UK support services in London.
* Work with the England Coordinator on activities initiated by Fertility Network UK within London.
* Actively assist in managing the appropriate social media networks to engage with service users in the area.
* Assist the England Coordinator in representing Fertility Network UK at outside meetings, exhibitions, and conferences within the region, delivering presentations where required.
* Ensure all correspondence is dealt with promptly and efficiently.
* Ensure all telephone calls are answered promptly and in a sympathetic and informative manner.
* Attend educational/training courses where required.
* Provide the patient perspective and involvement with clinical trials
* Represent FNUK with Fertifa workplace fertility community initiative
* Media Interviews
* Host and take part in webinars, assist with support group meetings
* campaigning and lobbying on issues around fertility

*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.*