###### JOB DESCRIPTION: England Coordinator, 30 hours p/w Fertility Network UK

Location: Homebased with travel throughout England and occasionally the UK

Renumeration: £24,133.20 p.a. pro-rata

Reports to: Operations Manager

Core Purpose  
To promote Fertility Network UK and provide moral support and advice for existing support groups and their members. To co-ordinate activities within the region by liaising with individuals, local groups, relevant agencies, hospitals/clinics and provide a branch contact for the Operations Manager and Chief Executive, Trustees, Head Office, Volunteers, and other staff in England. To work on current projects and seek funding for core and project funding.

###### Key Responsibilities

* Oversee and lead projects undertaken by Fertility Network UK in England. Develop new projects if appropriate.
* Line Manage Staff and liaise with the Operations Manager when required.
* Establish new and maintain existing relationships with stakeholders.
* Meet KPI’s and ensure statistical recording of information.
* Produce written reports to funders and Trustees when required.
* Attend and input to all meetings when required.
* Manage and deliver events in England when appropriate i.e., awareness raising events, stakeholder events, exhibition events etc.
* Maintain and expand the current network of support groups and provide the necessary administrative support and advice.
* Ensure all work of a counselling nature is carried out with due regard to the sensitive nature of the issues involved.
* Follow up all possible leads with media/clinics/companies and main contacts to create a higher profile for Fertility Network UK.
* Develop/maintain close contacts with clinics/professionals working in the field of infertility by way of visits/presentations and ensure they promote the charities services to patients as widely as possible. Giving presentations to clinic staff and other professionals.
* Liaise with the Business Development Manager to extend fundraising infrastructure for Fertility Network UK by providing applications, advice, and support, following up and developing fundraising initiatives/opportunities.
* Hold fundraising events throughout the year.
* Co-ordinate and initiate relevant activities throughout England in conjunction with other staff.
* Liaise with the Communications Manager on media work and close contacts with media outlets to promote awareness of Fertility Network and infertility issues within England.
* Assist the Operations Manager in representing Fertility Network UK at outside meetings/exhibitions/conferences.
* 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 courses where required and present a full written report when required.
* To undertake other duties within the responsibility of the post.
* Flexibility in hours.
* Extensive travel at times.

*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.*