###### PERSON SPECIFICATION: England Coordinator, Fertility Network UK

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| CRITERIA | ESSENTIAL | DESIRABLE |
| EXPERIENCE: | | |
| Management | Experience of managing and inspiring staff  * Demonstratable experience of setting and working to KPI’s successfully * Experience of working with professionals in a clinic setting. * Good working knowledge of all relevant charity legislation and codes of practice including GDPR. * Experience of successfully developing fundraising idea’s * Experience of developing and hosting service user events | Demonstratable Experience in identifying funding opportunities, writing funding applications with successful outcomes. |
| Networking | * Demonstratable experience of representing an organisation and develop relationships |  |
| Partnership Working | * Experience of developing good relationships with organisations. * Experience of working with key contacts at government level. | Evidence of successfully building and developing sustained and effective relationships with a diverse range of partners and stakeholders Experience of Lobbying. |
| Financial Management | * Understanding of budgets | Experience of maintaining and updating budgets |
| Voluntary Sector | * Good understanding of the needs and requirements of a charity | Experience of working in the voluntary sector |
| Fertility | * A good understanding of the challenges facing those affected by difficulties in conceiving |  |
| 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 of using a database to record donors/customers/supports * Understanding of how to use social media to promote the charity * Able to produce tailored reports, presentations and spreadsheets | Experience of using a database within a charitable organisation  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 numeracy skills * Ability to influence persuasively and engage effectively with a wide variety of external stakeholders * Excellent interpersonal skills, including the ability to communicate/work effectively with a wide range of people in a participatory, respectful, collaborative manner |  |
| OTHER: | | |
| Personal Values | Empathy with, and a high level of commitment to, Fertility Network UK’s purpose  * Enthusiastic, resilient with a determination to succeed * Able to convey personal credibility and authority |  |
| Qualifications: | Educated to A level standard or equivalent | Educated to degree level |