**Person specification**

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|  | Desirable | Essential |
| Able to work flexibly, manage own work schedule and self-motivate. |  | X |
| Confident communicator. Able to provide information face-to-face, over the telephone and by email. |  | X |
| Confident facilitating meetings using Microsoft Teams and Zoom |  | X |
| Understand the importance of reporting and monitoring systems. |  | X |
| Knowledge of fertility issues and the physical, financial and emotional impact of infertility. |  | X |
| Ability to develop fertility knowledge, and understand and tailor information appropriately |  | X |
| Willingness to travel and have occasional overnight stays. |  | X |
| Empathetic. |  | X |
| Efficient at following up with information. |  | X |
| Willingness to undertake tasks for the charity and follow direction. |  | X |
| Comfortable using IT systems including Microsoft Office, video calls and databases. |  | X |
| Welsh speaker. | X |  |