###### PERSON SPECIFICATION: Ethnic Minority Community Project Worker, Fertility Network UK

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE:** |
| **Voluntary sector** | * Experience of delivering presentations
* Good understanding of the needs and requirements of a charity
 | * Experience of working in the voluntary sector
* Experience of working with professionals in a clinic setting.
* Good working knowledge of all relevant charity legislation and codes of practice including GDPR.
 |
| **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
 | Evidence of successfully building and developing sustained and effective relationships with a diverse range of partners and stakeholders |
| **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 priorities’ 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 organisationAble 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 |