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

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| **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 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 |