###### JOB DESCRIPTION: Ethnic Minority Community Project Worker 17.5 hr, Fertility Network UK

Location: Homebased with travel

Renumeration: £21,338 pro rata

Reports to: England Coordinator

Core Purpose  
To promote Fertility Network UK support services within the Ethnic Minority (EM) Communities. To set up and facilitate new fertility support groups. To recruit EM volunteers to lead established groups and provide the necessary administration, advice, and promotion to those groups. To raise awareness of the barriers EM communities face within relevant agencies, hospitals, clinics and GPs. To provide support and information to those affected by fertility issues within the EM community.

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###### Key Responsibilities

JOB PURPOSE:

MAIN DUTIES OF THE POST:

* Expand the current network of fertility support groups throughout the EM communities and provide the necessary facilitation and administrative support and advice. Liaise with guest speakers and promote meetings through the Network, website and social media.
* Attend and facilitate monthly fertility group meetings.
* Recruit volunteers from the EM community to assist with the facilitation of fertility groups, events, and the promotion of the charity; liaising with the Volunteer Coordinator as required.
* Provide on-going 1-1 support – specific information to those affected by fertility issues.
* Develop close contacts with professionals working in the field of fertility and raise awareness of the barriers faced by the EM Community amongst GPs and relevant third sector organisations by way of visits/talks/events.
* To build close relationships with groups working with EM communities and to help to educate and inform about fertility issues and access to existing services
* To ensure the voices of the EM community are sought actively and are used to inform the development of the services
* Assist the England Coordinator in the organisation and facilitation of Fertility Network information events.
* Ensure all databases are kept up to date.
* Have an understanding of fertility problems and show due regard to the sensitive nature of the issues involved when offering support.
* Assist the England Coordinator, Head of Operations, and the Chief Executive in following up all possible leads with media/clinics/companies and main contacts to create a higher profile for Fertility Network UK
* Assist in an Ethnic Minority research project
* Actively assist in managing the appropriate social media networks to engage with service users.
* Assist the Charity in representing Fertility Network UK at outside meetings, exhibitions, events and conferences within the region, delivering presentations where required.
* Ensure all correspondence is dealt with promptly and efficiently.
* Ensure all telephone calls and emails are answered promptly and in a sympathetic and informative manner.
* Attend educational/training courses where required.
* To undertake other duties within the responsibility of the post.

*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.*