###### JOB DESCRIPTION: Project Support Worker

Location: Homebased with Travel

Renumeration: 23,119 pro rata

Hours: Part time – 17.5 hours per week

Contract: 4-month fixed term contract with possibility of extension.

Reports to: England Coordinator

Core Purpose

To promote Fertility Network UK and provide emotional support and signposting where appropriate for those who contact the Charity. To co-ordinate support group activities within the region by liaising with individuals, local groups, relevant agencies, and hospitals/clinics/professional organisations. To meet the terms of grant funding and associated projects.

###### Key Responsibilities

* Provide administrative support and advice to patients, professionals and those voluntary patient support groups already affiliated to FNUK.
* Create and expand the current network of support via groups, social media etc and provide the necessary administrative support and advice.
* Promote, organise, and attend fertility groups on a regular basis, adding value to the groups by way of a visiting speaker, presentation, or group discussion.
* Assist the Coordinator with the development, implementation and smooth running of wellbeing programmes.
* Endeavour to recruit volunteers to assist with general support, fertility groups, conferences, fundraising and the promotion of the charity, liaising with other FN UK staff as required.
* Provide the Coordinator with statistics and other key information gathered from support activities in a timely manner for input to reports.
* Assist the Coordinator in developing close contacts with clinics/professionals working in the field of infertility by way of visits/talks.
* Assist the Coordinator representing FNUK at outside meetings/exhibitions/conferences within the region and elsewhere in the UK.
* Provide administrative support to Coordinator.
* Ensure all electronic and paper correspondence is dealt with promptly and efficiently as per the FN UK Communications and Social Media Policies.
* Ensure all emails, telephone calls, texts, Facebook, and other electronic messages are answered promptly and in a sympathetic and informative manner.
* Attend staff training and networking conferences as required.
* Work with colleagues to deliver the FNUK Business Plan, contributing as agreed.
* 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.*