PERSON SPECIFICATION:

Fertility Network UK, Fertility in the Workplace (FiTW) Project Development Officer

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE:** | | |
| **Voluntary sector** | * Good working knowledge of all relevant charity legislation and codes of practice including GDPR. * Experience of developing and hosting service user events * Experience of delivering presentations * Good understanding of the needs and requirements of a charity | * Ability to prioritise issues around Diversity and Inclusion to promote a more equal discourse around Fertility in the workplace. * Experience of working in the third sector |
| **Networking** | * Demonstratable experience of representing an organisation and develop relationships. * Ability to reach out and link to a wide variety of workplaces and foster ongoing relationships with the charity | Knowledge of Human resources mental health first aiders and other similar leadership roles that would be useful to consult with |
| **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 |
| **Media** |  | Experience of media interviews including TV/Radio and quotes |
| **Fertility** | A good understanding of the challenges facing those affected by difficulties in conceiving | An understanding of how Fertility treatment can impact life at work |
| **SKILLS:** | | |
| **ORGANISATIONAL** | Sound organisational and time management skills, with the ability to work on own initiative, being self-motivated and able to prioritise effectively to meet deadlines | Commitment to working with the wider charity plus the smaller Fertility in the workplace team as a strong team player |
| **IT** | * Experience of using a database to record Workplace data * Understanding of how to use social media to promote the initiative * 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 FITW initiative 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. |