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

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| **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.
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| **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
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| **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
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| **Qualifications:** | * Educated to A level standard or equivalent
 | Educated to degree level.   |