

# Peer Support Group Volunteer (Regional & UK-Wide specialist groups)

## Role Description



### Reports to

Senior Support Coordinator

### Remuneration

n/a - expenses covered where applicable and agreed in advance

### Core Purpose

To take the lead on running one of our peer-to-peer support groups via a closed Facebook group, online meetings and where applicable a closed WhatsApp group.

### Key Responsibilities

You will be the main contact, or one of the contacts, for the fertility group you are volunteering to support and fulfil admin for the group via Facebook, WhatsApp (if applicable) and the associated email address. This includes:

- Accepting/rejecting member requests on the closed Facebook group, ensuring people answer the relevant joining questions and agree to the group rules.
- Helping to moderate the Facebook group; encouraging peer-to-peer support, and ensuring all members adhere to the rules, removing inappropriate or promotional posts and alerting FNUK staff of any concerns.
- Posting regularly with your group to encourage engagement and maintain a presence within the group.
- Setting up and/or administrating a WhatsApp group for your group (if there is demand for one).
- Welcoming new members to Facebook and WhatsApp groups.
- Liking and sharing relevant FNUK posts on social media platforms and promoting FNUK fundraising.
- Managing your group's FNUK email account, responding to all messages in a timely and efficient manner, and signposting to FNUK staff where necessary.

You will arrange, promote and facilitate a regular online meeting, ideally on a monthly basis with a repeated pattern (e.g., 1st Wednesday of every month).

*Meetings are set up on Microsoft Teams or in some cases Zoom. This will be arranged either by you, or by the FNUK staff member overseeing your group, depending on what is agreed from the outset. Please ensuring FNUK staff are notified of meetings with plenty of notice so that they can be promoted on social media and the website.*

*Please also note, you must provide as much notice as possible to FNUK staff and group members if cancellation or rescheduling is required.*

You will liaise with FNUK to arrange guest speakers on occasion for the group meetings if appropriate.

You will be expected to adhere to FNUK policies and procedures in accordance with the Volunteer Handbook, and attend volunteer training and networking sessions where applicable.

In addition, and only if you feel comfortable, we ask that you be willing to share your story either through blogs, podcasts, speaker opportunities or other media platforms.

### Practical Considerations

In order to carry out the role we ask that you:

- Have a private space to deliver the Teams meetings (if you have a child/children, please ensure you have adequate childcare in place to ensure the meetings are a safe space for people trying to conceive).
- Have access to a computer and good internet connection.
- Are confident using Teams, Outlook email, WhatsApp and Facebook.

*The above is not intended to be an exhaustive list and may be amended to suit the volunteer's skills/availability.*

# Walk & Talk Volunteer

## Role Description



### Reports to

Senior Support Coordinator

### Remuneration

n/a - expenses covered where applicable and agreed in advance

### Core Purpose

To plan and lead walks in your local area to allow people to find companionship and support, and to connect face-to-face, with others on a fertility journey whilst getting out in nature.

### Key Responsibilities

You will be the main contact, or one of the contacts, for the Walk & Talk group you are volunteering to support and fulfil necessary admin for the group via WhatsApp. This includes:

- Planning and facilitating regular Walk & Talk sessions for your local group.
- Setting up and monitoring a WhatsApp group for your Walk & Talks to aid communication, facilitation and promotion of your group events.
- Welcoming new members to the WhatsApp group (new members will receive the link from FNUK staff)
- Posting regularly with your group to encourage engagement and maintain a presence within the group.
- Working with the Peer Support Group Volunteer(s) for your area to promote your Walk & Talk meetings in the relevant closed Facebook & WhatsApp groups nearby and working with FNUK staff to promote your meetings on social media and the FNUK website.
- Ensuring that events are set up and run safely and that the guidelines provided by FNUK are met.
- Liking and sharing relevant FNUK posts on social media platforms and promoting FNUK fundraising.
- Communicating regularly with your FNUK Senior Support Coordinator to ensure smooth running of groups and events.
- Adhering to FNUK policies and procedures in accordance with the Volunteer Handbook, and attending volunteer training and networking sessions where applicable.

In addition, and only if you feel comfortable, we ask that you be willing to share your story either through blogs, podcasts, speaker opportunities or other media platforms.

### Practical Considerations

In order to carry out the role we ask that you:

- Have access to a smartphone and are willing to facilitate arrangements for the group via WhatsApp.
- Do not bring any children with you on the walks.
- Ensure the walks are planned in a practical location with toilet and refreshment facilities nearby.

*The above is not intended to be an exhaustive list and may be amended to suit the volunteer's skills/availability.*

# Community Volunteer

## Role Description



### Reports to

Senior Support Coordinator

### Remuneration

n/a - expenses covered where applicable and agreed in advance

### Core Purpose

To be a face of Fertility Network UK and extend our reach by identifying and developing opportunities within the local community for increasing engagement and awareness of the charity and the needs of our beneficiaries.

### Key Responsibilities

The role can be flexible to suit the interests, experience and skills of the volunteer as well as the area within which they live, but it could involve helping to:

- Identify avenues within your local community with potential to raise awareness of the work of the charity and feedback to the relevant UK team (England/Scotland/Wales/NI).
- Represent FNUK at community events/information stands in your region, as requested by your FNUK coordinator.
- Support community fundraising activities for the charity online and in your local area.
- Identify local opportunities for provision and display of FNUK literature and posters (GP surgeries, fertility clinics, health centres etc.) and facilitate distribution.
- Liaise with your FNUK Senior Support Coordinator to identify opportunities to attend local fertility clinic open days/evenings to represent the charity and provide information and signposting to our services for patients.
- Adhere to FNUK policies and procedures in accordance with the Volunteer Handbook, and attend volunteer training and networking sessions where applicable.

In addition, and only if you feel comfortable, we ask that you be willing to share your story either through blogs, podcasts, speaker opportunities or other media platforms.

### Practical Considerations

If you have children, we ask that they do not accompany you to any events.

*The above is not intended to be an exhaustive list and may be amended to suit the volunteer's skills/availability.*



# Health Unlocked Volunteer

## Role Description



### Reports to

Senior Support Coordinator

### Remuneration

n/a - expenses covered where applicable and agreed in advance

### Core Purpose

Health Unlocked (HU) volunteers assist us in monitoring and providing support on our online Health Unlocked forums by responding to people's messages, giving information and advice, and signposting to other avenues of support if necessary.

### Key Responsibilities

Using your experience and knowledge you will:

- Answer questions and respond to individuals' messages on Fertility Network UK's HU community groups (we have a general forum, a forum for our More to Life community and a forum for those who are pregnant following fertility treatment).
- Ensure members adhere to the group rules, and report alerts to your FNUK Senior Support Coordinator if necessary.
- Signpost members to other avenues of support and information if necessary (information provided in the Volunteer Handbook).
- Communicate regularly with your FNUK Senior Support Coordinator to ensure you feel supported and stay informed of what's happening at the charity.
- Adhere to FNUK policies and procedures in accordance with the Volunteer Handbook, and attend volunteer training and networking sessions where applicable.

### Practical Considerations

In order to carry out the role we ask that you:

- Have a private space to work.
- Have access to a computer/iPad/smartphone and good internet connection.
- Are confident using online platforms and have good IT skills - training on Health Unlocked will be provided.

*The above is not intended to be an exhaustive list and may be amended to suit the volunteer's skills/availability.*

# Fertility in the Workplace (FITW) Volunteer

## Role Description



### Reports to

Fertility in the Workplace Coordinator

### Remuneration

n/a - expenses covered where applicable and agreed in advance

### Core Purpose

FiTW volunteers support us in delivering our message to employers who are looking to better understand what fertility treatments can entail for employees and help to make a significant difference in influencing change in the workplace.

### Key Responsibilities

You will be invited to deliver our lunch and learn presentations, on behalf of the team, either virtually or in person, and to share your lived experience of juggling fertility treatment whilst working. You will have the opportunity to present to large and small organisations and answer questions based on your own personal experience.

- Attend Fertility in the Workplace events, either virtually or in person
- Have experience in public speaking
- Be confident in delivering PowerPoint presentations to workplaces, or support groups
- Be comfortable sharing your lived experience/journey
- Have/had experience working in a professional background
- Share relevant Fertility in the Workplace posts on social media
- Have regular catch ups with the Fertility in the Workplace team to provide feedback
- Assist with our research by completing any questionnaires we may share with you
- Adhere to FNUK policies and procedures in accordance with the Volunteer Handbook, and attend volunteer training and networking sessions where applicable.

### Practical Considerations

In order to carry out the role we ask that you:

- Have a private space to deliver the Teams meetings (if you have a child/children, please ensure you have adequate childcare in place to ensure the meetings are a safe space for people trying to conceive).
- Have access to a computer and good internet connection.
- Are confident using Teams, Outlook email, WhatsApp and Facebook.

*The above is not intended to be an exhaustive list and may be amended to suit the volunteer's skills/availability.*