

PERSON SPECIFICATION: Support Coordinator (Wales), Fertility Network UK

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE		
Voluntary sector	<ul style="list-style-type: none"> • Experience of delivering presentations • Good understanding of the needs and requirements of a charity 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector • Experience of working with professionals in a clinic setting. • Good working knowledge of all relevant charity legislation and codes of practice including GDPR.
Networking	<ul style="list-style-type: none"> • Demonstratable experience of representing an organisation and develop relationships 	
Partnership Working	<ul style="list-style-type: none"> • Experience of developing good relationships with organisations. • Experience of working with key contacts 	<ul style="list-style-type: none"> • Evidence of successfully building and developing sustained and effective relationships with a diverse range of partners and stakeholders
Fertility	<ul style="list-style-type: none"> • A good understanding of the challenges facing those affected by difficulties in conceiving 	
SKILLS		
Organisational	<ul style="list-style-type: none"> • Sound organisational and time management skills, with the ability to work on own initiative, being self-motivated and able to priorities' effectively to meet deadlines 	
IT	<ul style="list-style-type: none"> • Experience of using a database to record donors/customers/supports • Understanding of how to use social media to promote the charity • Able to produce tailored reports, presentations and spreadsheets 	<ul style="list-style-type: none"> • 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 charity and achieving its aims.
Communications	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Welsh speaking
OTHER		
Personal Values	<ul style="list-style-type: none"> • 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