

We've ambitions to change so much, to improve support for those living with endometriosis in Scotland – are you the experienced, proactive and highly motivated Scottish Development Coordinator we need to help us?

Thank you for your interest in the role of Scottish Development Coordinator at Endometriosis UK. Endometriosis impacts on the physical and mental health of 10% of women and those assigned female at birth from puberty to menopause, - although the impact may be felt for life. Yet it's a disease most people have never heard of and do not understand. It costs the UK economy over £8.2 billion every year in healthcare costs, loss of work and treatments and yet it isn't recognised by most employers. As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support.

We've big ambitions in new our strategy, focused on driving down diagnosis times, supporting those with endometriosis to live well, campaigning for improved treatments and access to services, raising awareness, and leveraging more money into research. We place people with endometriosis at the heart of all we do, and with an average time to get a diagnosis of almost 9 years, the cause of the disease unknown and no cure, there is so much more they need and want. If we get our work right, we really can make a difference to the 1.5 million with endometriosis in the UK – and all those diagnosed in the future.

We have worked hard to increase our activities and grow our organisation so we can do more, and now have a team of 25 staff, and 200 trained volunteers who do a fantastic job providing support and so much more.

The Scottish Development Coordinator is responsible for supporting volunteers at every stage of their volunteer journey, this includes delivering training, providing ongoing support and supervision and organising awareness events. This is a busy and varied role and is key to the work undertaken by the Support and Information Team as we develop and strengthen our volunteer offer, attract new volunteers and better serve the wider endometriosis community.

We need to find the right person to take on the challenge and help the charity drive forward effectively. I hope you'll consider joining us so we can, together, do even more.

Best wishes

A handwritten signature in blue ink that appears to read "Emma".

Emma Cox
Chief Executive

JOB DESCRIPTION

Job title:	Scottish Development Coordinator
Reporting to:	Engagement and Volunteer Manager
Working hours:	Full time/ 37.5 hrs a week. (we will consider a 4-day week and/or flexible working for the right candidate)
Location:	Home-based in Scotland
Contract:	Permanent
Annual salary:	£30,000 - £31,000 per annum
Closing date:	Wednesday 11 th February 2026 at 10am
Interview date:	Interview process will consist of 2 stages. Initial interview will take place online week commencing 23 rd February followed by a second-round interview in person.

About us:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support, for example through our website, information leaflets and webinars, and via our local support groups, Helplines and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare professionals, the public and the media; lobby for improved diagnosis, treatment and management; and support research. We have a big job to do and ambitious plans.

Given the landscape is moving in the right direction for women's health in Scotland as the government looks to publish phase 2 of the Women's Health Plan which sets out actions that will be taken over the next 3 years this is an exciting time for the endometriosis community.

About the role:

The Scottish Development Coordinator role for the charity is key. This is an exciting opportunity for the post-holder to build on the successes and developments we've made in Scotland to make a tangible difference to all those affected by endometriosis who are facing isolation, loneliness and disadvantage.

We want to ensure more people in Scotland can access support and opportunities to build resilience, by increasing the awareness, availability and expanding our support services led by volunteers with lived experience of the disease.

The Scottish Development Coordinator will ensure volunteers are supported at every stage of their journey to ensure the smooth running of our support services. This role is responsible for recruiting, onboarding and training volunteers whilst providing ongoing guidance and support.

The Scottish Development Coordinator is the main point of contact for volunteers in Scotland helping to create a positive, inclusive and rewarding volunteering experience.

Job purpose

This role sits at the heart of Endometriosis UK working closely with the Community Engagement and Volunteer Manager, Support and Information Administrator and our Volunteer Coordinators based in England and Wales to facilitate the delivery of our support services through our network of volunteers.

At Endometriosis UK, our team of close to 200 trained volunteers are at the very heart of what we do. The empathy, generosity and commitment of our volunteers enables us to run all our support services, ensuring we can help and support all those affected by endometriosis.

The Scottish Development Coordinator plays a key role in ensuring we support and grow a thriving volunteer network, this involves working with the team to recruit, mobilise and inspire volunteers in their chosen roles. The Scottish Development Coordinator will ensure volunteers are supported at every stage of their journey to ensure those accessing our support services are well supported whilst ensuring the volunteer contributions are recognised and their achievements celebrated.

The post holder will help to expand our reach in Scotland to help raise the charity's profile and ensure we are delivering vital supportive services to everyone affected by in Scotland this includes work with the wider team to develop exciting new projects to achieve our ambitious goals.

Duties and key responsibilities

In this role you will:

1. Recruit, screen and onboard volunteers across Endometriosis UK's support services and support volunteers through every stage of their volunteering journey.
2. Ensure volunteering opportunities are inclusive and accessible and volunteers are matched to support service roles according to their skills and interests.
3. Ensure ongoing monitoring, support and development of all volunteers, both ad-hoc and as part of regular scheduled supervision and peer support sessions.
4. Communicate regularly with volunteers regarding opportunities, expectations and updates.
5. Plan volunteer appreciation activities, track volunteer milestones and achievements and provide feedback and recognition.
6. Maintain accurate manual and electronic volunteer records and documentation.
7. Design and develop training programmes and lead on the facilitation of in-person and online training sessions for volunteers.
8. Support volunteers to adhere to volunteer related policies and procedures to safeguard themselves and those accessing our support services.

9. Adhere to quality standards, confidentiality, policies and the standard operating procedures of the support network services
10. Review, monitor and develop services in response to community and organisational need.
11. Work closely with and liaise with the Support and Information team and volunteers to ensure a high-quality service is delivered
12. Ensure the ongoing collection and analysis of volunteer and service data for internal and external use to demonstrate involvement and impact.
13. Assist with maintaining the charity database (CiviCRM), ensuring accuracy and consistency across records.
14. Promote the charity support network, scope out, plan and deliver new initiatives to develop the support in Scotland
15. Raise awareness of endometriosis and Endometriosis UK across Scotland including with healthcare professionals, members of the Scottish Government, and in some cases with local media and press.
16. Raise the profile of Endometriosis UK and the needs of the endometriosis community across Scotland with relevant public and professional bodies e.g. BSGE Centres, NHS Health Boards, healthcare professional associations.
17. Identify potential opportunities, including funding opportunities, to increase our capacity and work in Scotland

Person specification:

We are looking for a confident and proactive individual with experience of working independently in a goal-oriented environment.

1. Experience and confidence in recruiting, training, and nurturing volunteers to deliver support services
2. Experience of managing volunteer led support services and identifying development needs
3. Ability to motivate and engage diverse groups of people
4. Ability to be creative and resourceful
5. Evidence of successfully developing relationships with a wide range of audiences including volunteers, community groups, health professionals and MSPs
6. Experience of event organisation, management and evaluation
7. Experience of evaluating, monitoring and reporting on services
8. Be able to work effectively and collaborate across teams and with key stakeholders.
9. Excellent ICT skills, including Office 365 applications, databases, and proficiency in digital tools and collaboration platforms.
10. Experience of using CRM systems
11. You will have excellent verbal and written communication skills and the ability to work with a wide range of people including health professionals, volunteers, MSPs and

members of the public. The successful candidate will have good problem-solving skills and be an excellent team player.

12. Excellent time management skills and they ability to prioritise effectively
13. Ability to work creatively and professionally both individually and within a small team.
Good interpersonal skills, with a flexible, proactive and positive attitude, and ability to build relationships and motivate volunteers.
14. Ability to manage, coach and motivate others, experience of line management or supervision is desirable.
15. Willingness and ability to undertake travel around Scotland and occasionally the UK, including some evening & weekend work, time off in lieu will be given
16. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with the organisations mission and vision
17. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion
18. Undertaking any other duties commensurate with the role and general level of responsibility of the post.
19. The legal right to work in the UK, with no restrictions on your eligibility to indefinitely work or reside in the UK.

Work location

We envisage the post holder would work from home in Scotland.

If that is not feasible, we will work with the successful candidate to identify a shared office facility close to where they live in Scotland. As this post requires travel throughout Scotland and across the UK, the post holder will require access to good transport links across Scotland.

Whilst the post is advertised as full time, we would consider part time for the right candidate. If so, the salary is pro rata.

HOW TO APPLY

The closing date for applications is Wednesday 11th February 2026 at 10am.

Interview process will consist of 2 stages. Initial interview will take place online week commencing 23rd February followed by a second-round interview in person.

To apply, please send the following to assistant@endometriosis-uk.org

- CV –maximum 2 sides of A4
- Cover letter outlining how you meet the person specification and why you are interested in this post - maximum 2 sides of A4

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.

We welcome queries from potential applicants. For an informal conversation about the job requirements please email assistant@endometriosis-uk.org to request a call.