



## **JOB DESCRIPTION**

Job title: Scottish Development Coordinator  
Reporting to: Support Network Manager  
Working hours: Full time/ 37.5 hrs a week; would consider 4 days/30 hrs for the right candidate  
Location: Home-based  
Contract: Permanent  
Annual salary: £27-29k per annum  
Closing date for applications: 4<sup>th</sup> January 2021  
Interview date: Interviews will take place virtually on 14<sup>th</sup> January 2022.

### **About us:**

Endometriosis UK is the leading UK charity that supports those living with endometriosis. Formed in 1981 we offer information and support to women and those assigned female at birth with endometriosis, for example through our website and information leaflets, and via our local support groups, Helpline 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 treatment and management of the disease; and support research. We have a big job to do and ambitious plans.

It is an exciting time for endometriosis care in Scotland. The Scottish Government recently launched a new Women's Health Strategy including ambitions to improve endometriosis care and reduce diagnosis time. We look forward to continuing our work with the Scottish government, NHS Scotland and other stakeholders to make this a reality. Since Covid-19 waiting times have increased dramatically for endometriosis treatment in Scotland, so more than ever we need to provide support for the endometriosis community. We continue to influence decision makers, raise awareness and advise employers but there is still so much more to do.

### **About the role:**

The Scottish Development Coordinator is a new role for the charity and our first post in Scotland. There is an exciting opportunity for the post-holder to make a tangible difference to all those affected by endometriosis in Scotland. This role aims to increase the availability of support in Scotland for those facing isolation, loneliness and disadvantage due to endometriosis, by expanding and strengthening community based support groups, led by local volunteers with lived experience of the disease. We also want to ensure that more people in Scotland can access support and opportunities to build resilience, by increasing the awareness and availability of our Helpline, WebChat and information resources, at a time when access to NHS care and information is limited. In this role, the post holder will raise awareness of endometriosis across Scotland including with healthcare professionals, members of the Scottish Government, and in some cases with local media. The post holder will also be raising the profile of Endometriosis UK across Scotland and signposting the endometriosis community of Scotland to our supportive services.

There are currently seven Endometriosis UK support groups in Scotland. These groups play a key role in reducing the isolation felt by many and are a vital source of information and support. There is still so much work to do and lots of people we haven't reached yet. This post will help us offer support to the whole endometriosis community in Scotland, raise the charity's profile and develop exciting new projects to achieve our ambitious goals.

**Job purpose:**

This is a new post that will work alongside the support network team and colleagues in the UK, and our expanding community of volunteers in Scotland. The purpose of the role is to expand our reach in Scotland to ensure we are delivering vital supportive services to everyone affected by endometriosis at this exciting time for endometriosis care in Scotland.

**Duties and key responsibilities:**Support and Information

- Recruit, train, induct and support volunteers within Endometriosis UK's support services
- Review, monitor and develop services in response to community and organisational need
- Scope out, plan and deliver new initiatives to develop the support network in Scotland
- Liaise with support network team and volunteers to ensure a high-quality service is delivered
- Adhering to quality standards, confidentiality, policies and the standard operating procedures of the support network services
- To promote the charity's support network services across Scotland

Awareness and Communications

- 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
- Raise the profile of Endometriosis UK across Scotland within BSGE centres, NHS trusts and with the general public
- Identify potential opportunities, including funding opportunities, to increase our capacity and work in Scotland

Data collection and reporting

- Ensure the ongoing collection and analysis of volunteer and service user data for internal and external use
- Assist with maintaining the charity database (CiviCRM), ensuring accuracy and consistency across records
- Maintaining up-to-date recording and filing systems, both manual and electronic as appropriate

General

- The role will require travel to meetings and events throughout Scotland and sometimes London and elsewhere in the UK. Some weekend or evening work will be required and time off in lieu will be given
- The post holder will be working in a developing environment and will be required to undertake other appropriate duties as necessary for the efficient operation of Endometriosis UK
- The post holder will be required to provide regular reports on support network service activity
- Support the CEO, Support Network Manager and colleagues to ensure the smooth running of the charity. We are a small, busy charity, and all staff help with the general running of the organisation in addition to their specific role activities.



### **Person specification:**

We are looking for a confident and proactive individual with experience of working independently in a goal-oriented environment. 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. A confident volunteer manager with experience of building and developing relationships, You will have empathy with the organisation's mission and be keen to develop new and exciting ways to reach and support our audiences.

1. Experience and confidence in recruiting, managing and nurturing volunteers to deliver services
2. Experience of managing volunteer led support services and identifying development needs
3. Evidence of successfully developing relationships with a wide range of audiences including volunteers, community groups, health professionals and MSPs
4. Experience of event management
5. Experience of evaluating, monitoring and reporting on services
6. Strong IT skills, including standard Microsoft Office packages, databases and spreadsheets.
7. Excellent attention to detail
8. Excellent planning and organisational skills
9. Excellent time management skills and ability to prioritise effectively
10. Good interpersonal skills, with a flexible, proactive and positive attitude, and ability to build relationships
11. Ability to work creatively and professionally both individually and within a small team
12. Empathy with the mission and vision of Endometriosis UK
13. Willingness and ability to undertake travel around Scotland and occasionally the UK, and some evening & weekend work.

### **Work location:**

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

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

To apply please submit a CV and maximum two-page cover letter outlining how you meet the person specification and why you're interested in the post. The closing date is Tuesday 4<sup>th</sup> January and interviews will be held on Friday 14<sup>th</sup> January, over a virtual platform. Applications should be submitted to [supportmanager@endometriosis-uk.org](mailto:supportmanager@endometriosis-uk.org).

**As this is a new role, we welcome queries from potential applicants. For an informal conversation about the job requirements please contact the above email address**