

Appointment Brief: Finance and Operations Administrator

Welcome from the Chief Executive

We are delighted that you are interested in the role of Finance and Operations Manager here at Action for Pulmonary Fibrosis (APF). We are looking for an outstanding individual to work with me and a newly formed team as we take APF through a significant period of development and growth. This is a particularly exciting time to join us.

Pulmonary fibrosis refers to a specific group of lung diseases thought to be affecting around 70,000 people in the UK. The nature of these diseases all cause hardening and scarring of the lungs, preventing the transfer of oxygen into the bloodstream. It has a devastating impact on quality and quantity of life and on breathing.

The debilitating nature of these diseases means as people become increasingly breathless their need for physical and emotional support becomes greater. Pulmonary fibrosis affects every area of family life. Yet there is very little dedicated support available to patients and families affected.

These are some of the many reasons Action for Pulmonary Fibrosis (APF) exists.

Since APF was set up as a charity in 2013 we have established ourselves as a respected and influential charity. APF has grown in impact and scale since it was formed. We have agreed a new Strategic Plan for 2019-2024 which sets out our direction for the coming years.

The Finance and Operations Administrator is an important appointment that is essential to the smooth running of our work. You will help with the running of the office in Peterborough, ensure day to day financial record keeping is accurate and timely, develop our processes and systems so the team is more efficient and you'll welcome people who need us on the phone, via email or face to face and demonstrate a real passion for customer care. It will be a busy and varied role, requiring strong attention to detail and you'll need to be able to work efficiently and effectively. You will support our Finance and Operations Manager.

We are a collaborative, hard-working and fun team, with lots of mutual respect and support to reach organisational goals. In your role you'll need to demonstrate empathy to our cause, critical thinking, flexibility and be solution focussed.

If you believe you have the experience, skills and qualities we are looking for, we very much look forward to hearing from you.

Louise Wright

CEO

About Us

Our vision, mission and values – drives everything we do

APF's vision is to find a cure for pulmonary fibrosis so that everyone affected by the disease has a better future.

We work to achieve our vision by making it our mission to:

We provide support to families, raise awareness, campaign and educate to improve access to the highest standard of care for everyone affected. We are committed to finding a cure through funding research.

Our values drive everything we do:

- **Patient led:** We empower patients, who are at the heart of everything we do.
- **Caring and compassionate:** We respect and understand the needs of patients and carers, and help them to get the support they need
- **Striving for excellence:** We work with integrity and professionalism in all that we do
- **Open and approachable:** We ensure people affected by pulmonary fibrosis feel able to turn to us for advice and support in their time of need
- **Ambitious:** We will improve the lives of people affected by pulmonary fibrosis and **bold** in the ways we do this.

Current Plans

APF has ambitious plans to grow our impact and develop our support for patients and families affected by pulmonary fibrosis. We opened our first office in October 2019 and moved from a freelance model who are based around the UK to building a permanent staff team based in Peterborough.

Recent successes: funding two major research fellowships, media coverage highlighting our findings in our latest patient survey and the growing number of support groups around the UK has seen APF's profile increase. This has resulted in more and more families fundraising for APF; the majority of people using Facebook and JustGiving to find us.

The Role

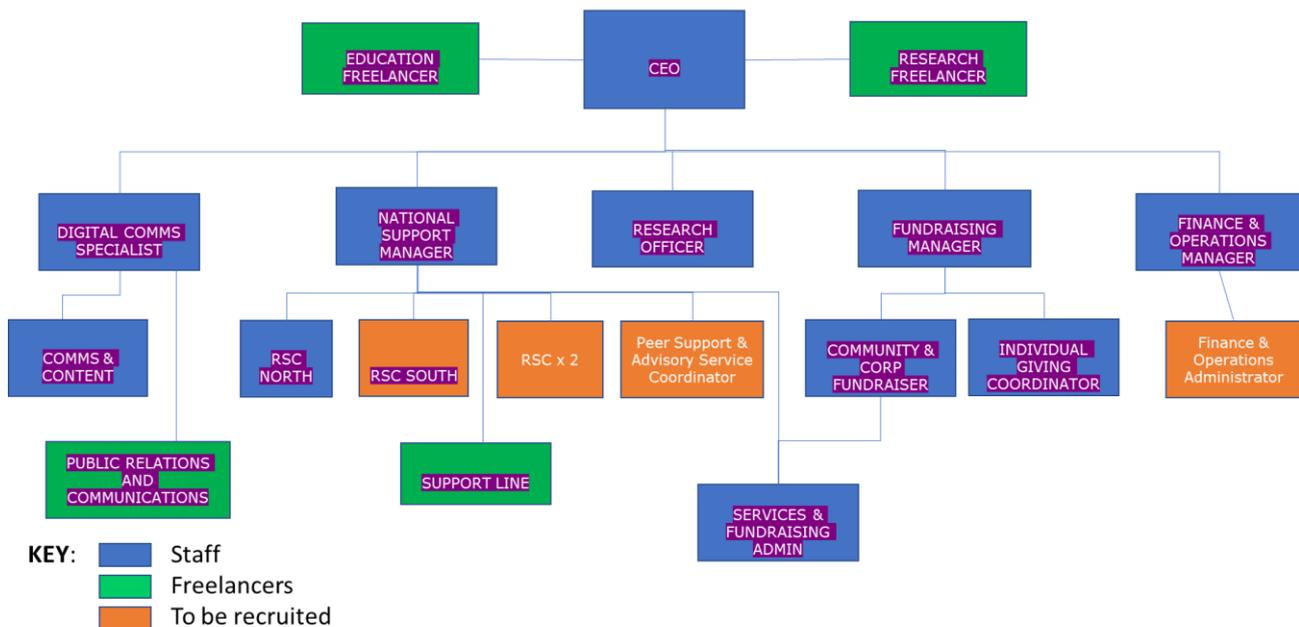
The role will be temporarily remote/home-working due to the pandemic. Once the pandemic restrictions lift, this position will be based at the national office in Peterborough.

You will be supporting the Finance and Operations Manager to ensure the efficiency and effectiveness of the Finance and Operations functions to support the whole team.

You'll be able to work with limited supervision, have previous finance and office experience and enjoy managing multiple tasks and priorities. You may have experience of HR administration and our finance database Quickbooks or our CRM E-Tapestry. You'll have a warm and friendly manner making the people who contact us feel valued. You will need to be confident in building relationships online. This is a role that demands empathy, flexibility and proactivity.

This is a superb opportunity to join a young and energetic charity with a clear future direction and a CEO, growing staff team and trustee board who will provide the required support and backing to the successful candidate.

APF Organisational Chart –2020-2021



How to apply

We hope you'll consider making an application. If you have any questions about the appointment and would find it helpful to have an informal conversation, please contact recruitment@actionpf.org and we can arrange a call with our Finance & Operations Manager.

To make an application please provide the following by email to recruitment@actionpf.org with 'Finance and Operations Administrator' in the subject title.

- Your CV (no more than three sides)
- A supporting statement (no more than two sides of A4, font size 11) that sets out why this role is the right move for you and how you meet the knowledge and experience criteria
- We would be grateful if you disclosed your current salary details, but this is at your discretion
- Please include two references; your last or current employer plus a personal reference who has known you for at least two years. Both will be contacted once an informal offer has been made. Please include, phone and email as well as a brief description of how they know you.

Applications without a supporting statement will not be shortlisted.

Closing date:	10am, Friday 5 th March 2021
Interviews (Virtual)	W/c 15 th March 2021
References taken up:	w/c 22 nd March 2021
Ideal start date:	April 2021