



Action for Pulmonary Fibrosis

Appointment Brief: Peer Support and Advisory Service Lead

Welcome from the National Support Manager

We are delighted that you are interested in the role of Regional Coordinator with Action for Pulmonary Fibrosis (APF). This is an exciting time to join our team, as we work through a significant period of development and growth.

Pulmonary fibrosis (PF) 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. The debilitating nature of these diseases has a devastating impact on quality of life and life expectancy.

Pulmonary Fibrosis affects every area of family life. As people become increasingly breathless their need for physical and emotional support becomes greater. Yet there is very little dedicated support available to patients and families. We are determined to change that.

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

Patients and families tell us that peer support helps to overcome the fear and isolation that comes with a diagnosis, by providing a warm welcome, information and shared understanding with others who know what they are going through. We are committed to increasing the number and quality of support to reach out to more people with PF, particularly through the new challenges and increased risk of isolation brought by Covid-19.

The Peer Support and Advisory Service Lead will be pivotal in enabling this. You will bring your experience of managing, motivating and working with volunteers and services to further develop our volunteer network and information to ensure that more people living with pulmonary fibrosis have good peer support and resources which help them to manage the challenges that life with PF brings.

We are a collaborative, hard-working and fun team, with lots of mutual respect and support to reach our goals. In your role you'll need to demonstrate care and compassion, flexibility and be solution focused. If you believe you have the experience, skills and qualities we are looking for, we very much look forward to hearing from you!

Debra Chand
National Support Manager

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 this vision by making it our mission to 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 be 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.

Our recent successes include; launching our new website and refreshed brand, funding two major research fellowships, and through an increase of support groups around the UK, seeing the APF profile increase.

The Role

Once the pandemic restrictions are lifted, travel across the UK will be a feature of the role, so you'll need to be comfortable working both digitally and in person, building relationships with existing volunteers and developing new ones.

Location will be home-based and flexible, but you will need good accessibility by road and rail to travel throughout your region to meet with volunteers, support groups and health teams. You'll need to be eligible to work in the UK, have a full, clean driving licence and a car which is insured for business use. You'll also need a quiet space / office at home from which to conduct your work. We will reimburse all relevant business expenses and provide any necessary equipment such as a laptop and mobile phone.

You'll be able to work autonomously, ideally have an understanding of how the NHS works (working knowledge of respiratory departments would be an advantage but not essential) and be able to motivate, inspire and enthuse volunteers to get involved.

You will bring your experience to develop the Peer Support and Advisory Service, including our support line, peer volunteers and information, so that we can support more patients and carers through the challenges of life with PF. You will ensure that the service runs well, is responsive and representative of the broad community we serve, particularly patients, carers, family members and health professionals. You will ensure that appropriate recruitment, training, monitoring and safeguards are in place, and good use is made of technology to increase the ways that people can engage with us. You will arrange training and events that resource and inspire volunteers and be a catalyst to develop a culture of volunteering throughout APF. And you will help us to tell the story about the difference we are making, to attract more funding and volunteers.

We are genuinely committed to supporting ongoing professional development, and this is a superb opportunity to join a young and energetic charity with a clear future direction for a genuinely meaningful cause.

How to Apply

We hope you'll consider making an application. To apply, please provide the following by email to recruitment@actionpf.org with 'Peer Support and Advisory Service Lead' in the subject line, by Tuesday 4 May, 10am:

- 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 (in part one of the person specification)
- Details of two referees: your last or current employer plus a personal referee who has known you for at least two years. Both will be contacted only after an informal offer has been made. Please include their phone and email as well as a brief description of how they know you.
- We would be grateful if you disclosed your current salary details, but this is at your discretion

If you have any questions about the appointment and would find it helpful to have an informal conversation, please [contact Debra Chand at \[debra@actionpf.org\]\(mailto:debra@actionpf.org\) to arrange a call.](mailto:debra@actionpf.org)

Closing date and recruitment process:

Closing date:	4 May, 10am
Telephone Interviews (up to 45 minutes with the National Support Manager; based around your CV and letter)	W/C 10 May
Interviews (Online or Peterborough, involving a presentation)	W/C 17 May
Ideal start date:	Early Summer

Diversity

Action for Pulmonary Fibrosis is an equal opportunities employer and welcomes applications from all candidates irrespective of race, age, gender, sex, gender identity, sexual orientation, religion or belief, or marital or civil partnership status.



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