



# Action for Pulmonary Fibrosis

## Appointment Brief: Regional Support Coordinator

### 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 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.

Support groups form a key part of this. With 75 PF support groups around the UK, reaching 3,000 people, that's a great start. Now we're reaching out to 30,000 people who need one.

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 groups to reach out to more people with PF, particularly through the new challenges and increased risk of isolation brought by Covid-19.

The Regional Support Coordinators are pivotal in enabling this. You'll help support groups to increase their reach and impact, so they confidently attract new members and raise awareness of pulmonary fibrosis in their area. You'll help to develop new groups and inspire a network of regional volunteers to raise awareness and support. You'll develop excellent relationships with health professionals and ways to engage, listen and share the views of PF patients and carers, digitally and, post-Covid, face-to-face, to help shape the future of APF, raise awareness and funding, and ensure that everyone's voice is heard.

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, regular travel throughout your region will be a feature of the role, so you'll need to be comfortable working both digitally and in person, building relationships with existing groups and developing new ones.

Location will be homebased and flexible, but you will need good accessibility by road and rail to travel throughout your region to meet with volunteers, 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'll establish excellent working relationships with health and social care teams in your region, including engaging and providing training opportunities to raise awareness and improve the quality of care provided. You may have experience of working with support groups previously in a charity setting. This is a role that demands empathy, flexibility and proactivity.

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](mailto:recruitment@actionpf.org) putting 'Regional Support Coordinator (South)' in the subject title:

- Your CV (no more than three sides)
- A supporting statement (no more than two sides of A4, minimum 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)
- We would be grateful if you disclosed your current salary details, but this is at your discretion
- Please include 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.

### **Closing date and recruitment process:**

Closing date:

19 July, 10am

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

### **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.