

Appointment Brief: Scotland Support Coordinator

Welcome from the Chief Executive

We are delighted that you are interested in the role of **Scotland Support 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 through our campaigning, education, support and research, and now aim to reach and support even more patients and carers across the UK.

Patients and families tell us that clear information and peer support helps to overcome the fear and isolation that comes with a diagnosis. We are committed to ensuring that more people living with PF feel supported, informed and connected with others who understand.

APF's Support team are pivotal in enabling this. You'll develop excellent relationships with health professionals to increase access to good local support and referrals to APF's services. You'll inspire a network of volunteers, particularly from the PF community, to develop support groups that attract new members and offer support through tough times. And you'll find ways to engage, listen and share the views of PF patients and carers to help shape the future of APF and raise more awareness and funding.

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!

Louise Wright
Chief Executive

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 to 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.

We want more patients and families to have increased access to information and support so they can make informed decisions, feel empowered and actively contribute towards a better future. We want to drive a national conversation that leads to improved services and support for anyone living with PF and to inspire and fund even more research. We want to deepen and develop new partnerships, raise the profile of pulmonary fibrosis significantly, and grow and use our resources even more effectively to help many more people. And we want to build and support our fantastic team of staff and volunteers – which is where you come in.

The Role

You will play a key part in helping to deliver our exciting plans. By establishing effective relationships with health professionals in Scotland you will increase access to information and support for anyone affected by PF, including more referrals to APF's services. By helping to set up more support groups, you'll help patients and carers to connect with others who understand what they are going through. By inspiring more volunteers from the PF community, you'll enable more people to feel empowered and have hope for the future. And by writing about the difference that good support is making, you'll help us to raise awareness and funding so that more individuals and families have good support. We do hope you feel inspired to apply!

Terms of Appointment

Contract: 2-year fixed term, part time, 15 hours per week.

Salary: £25,000 - £32,000 dependent on experience, pro-rated.

Pension: Automatic enrolment to workplace pension unless already an active member of a qualifying workplace pension.

Holiday: 25 days per year (1 Jan to 31 Dec) plus 8 bank holidays, pro-rated.

Location and scope: Home working plus travel within Scotland, (pandemic restrictions willing) and occasional travel to the national office in Peterborough.

Hours: Normal hours are 9am to 5.30pm with flexibility to maintain a good work/life balance. The role will involve some out-of-hours work, with time off in lieu.

Other benefits: The ability to flex hours, take 'time off in lieu' for extra hours worked, and access training/support for your personal development. Reduced gym membership.

Equipment: Work phone and laptop.

Probationary and notice of termination periods: an initial 6 months probationary period during which notice is one week on both sides and then extending to two months thereafter.

How to Apply

To apply please provide the following by email to recruitment@actionpf.org putting the role title 'Scotland Support Coordinator', and where you saw the post advertised in the subject line. **Deadline: 10am on Monday 25 October 2021:**

- Your CV (no more than three sides, minimum 11 font size)
- A supporting statement (1-2 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)
- Details of two referees, including your last or current employer plus a personal referee who has known you for at least two years. (We will only contact referees after an informal offer has been made.) Please include their phone, email and brief description of how they know you.
- We would be grateful if you disclosed your current salary details (optional).
- In your application, please include if you have lived experience of pulmonary fibrosis.
- We would also be grateful if you would complete and return the equal opportunities monitoring form, to help us to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We need your help and co-operation to enable us to do this but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you have any questions about the form contact Claire Baker on 01733 475642.

We expect online interviews to begin from 1 November 2021.

If you have any questions and would find it helpful to have an informal conversation, please contact recruitment@actionpf.org to arrange a call.

Diversity

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