

Antenatal Results & Choices



Engagement & Development Co-ordinator
Candidate Information Pack
October 2024

Welcome From our Director

Thank you for your interest in this important role at ARC.

As the only national charity helping parents and healthcare professionals through antenatal screening and its consequences, we offer a vital service throughout the UK.

Over the past 40 years, ARC has developed into an expert, well-funded, deeply respected charity. This is a pivotal time in the charity's evolution as we look to continue growing and deepening our impact across the health sector and there are still so many more parents who could benefit from our work.

The Engagement and Development Co-ordinator is responsible for maintaining and developing relationships with health care professionals working in antenatal care across England. This is a vital role as it enables us to raise awareness of the parental perspective and initiate improvements in the quality of care.

In this role, you'll have the satisfaction of joining a dynamic organisation passionate about making a lasting difference to lives. If the opportunity excites you and you believe that you have the skills and experience to add value to our team and make a meaningful difference to parents facing very challenging situations, we would be delighted to receive your application.

Yours sincerely,

Jane Fisher



About Us

In the UK, approximately 700,000 pregnant women are offered some form of screening test every year, such as an ultrasound scan and/or a blood test. As a result, over 20,000 expectant parents will be told that their baby may not be developing as expected. This causes a great deal of anxiety and uncertainty for expectant parents and their families.

ARC offers a unique and important support service which provides impartial information, advice and guidance for parents who are making decisions about antenatal tests and results. We do this throughout their journey—before, during and after tests, particularly when they receive unexpected or difficult news from tests and when they face challenging decisions about the next steps, including whether to continue or end their pregnancy. ARC services are openly and widely available to anyone who needs them.

We provide independent, accurate, unbiased information to help parents the decisions that are right for them. If a parent decides on termination, we offer specialised support through their loss and what can be a complicated grieving process that follows.

For parents who continue with their pregnancy, we offer emotional support through the pregnancy and signpost to organisations with expertise in specific conditions.

We work in close partnership with healthcare professionals across the NHS, providing tailored training and specialist support and work with policymakers so that women and couples receive the highest possible standards of care at the most challenging of times.

Even though I did really trust the hospital, sometimes it's just nice to be able to talk to someone who's not associated.



Mission and Vision

Mission

- To grow to be a truly UK-wide sustainable organisation
- To extend reach to all parents affected by fetal anomalies
- To extend reach to all healthcare professionals involved in antenatal testing
- To maintain and develop our close collaborative relationship with policymakers and key clinicians in the field of antenatal screening and diagnosis

Vision

- We believe that every parent should have access to non-directive information and support through antenatal testing and its consequences
- We seek to remain at the forefront of policy development and work in partnership with policymakers and healthcare professionals in order to achieve the best care for parents
- We believe that parents must be able to make choices based on their individual circumstances

Looking Ahead

Ongoing contributions from our fantastic supporters and a generous investment from a major donor means that we can be ambitious about the next phase in ARC's development. As a result, we have an expanded team, and are able to subsidise our highly regarded professional training programmes to ensure a wide range of frontline specialists can participate, despite limited NHS resources.

It's an exciting time to join ARC as we seek to develop our services and look to extend our reach.

Additional information about ARC, including our Board and executive team, is available on our [website](#).



Job Description

Engagement & Development Co-ordinator

This role plays an important part in our team as the Engagement & Development Co-ordinator is responsible for maintaining and developing relationships with healthcare professionals working in antenatal care across England.

In this role, you will maintain and build on the respect ARC has in the field and join our training team to deliver our professional training programme, both face-to-face and online.

You will also be required to help with the production of information materials and the dissemination of ARC's work to other organisations and the wider public.

You will also answer calls and emails on ARC's national helpline, which aims to offer specialised information and support to expectant parents throughout antenatal testing and its consequences. This involves providing non-directive information and empathetic support to women and couples who can be highly anxious or acutely distressed. They may be making difficult decisions about the future of their pregnancy or coping with bereavement.



Salary	£34-36k (dependent on skills and experience) + 8% pension contribution
Location	Central London, with scope for working from home (two days a week maximum)
Reports to	The Director
Direct reports	None
Target start date	ASAP
Hours	Full-time (35 hrs) - The role involves travel, some overnight stays (approximately once a month) and occasional weekend work, for which time off in lieu is provided.
Holidays	25 days per annum
Tenure	Permanent

Main Duties and Responsibilities

- Promote ARC's work to health professionals, retaining and building sustainable relationships
- Develop and deliver training sessions and projects to help raise standards of care and disseminate best practice
- Help generate funds for ARC through such projects
- Offer sensitive and impartial information and support to users of the ARC helpline and bereaved parent members of ARC
- Share in the general administration of ARC e.g. answering enquiries, production of newsletters, Annual information and support day, conferences etc.

Who We Are Looking For

For the role of Engagement & Development Co-ordinator, we are looking for an amazing new colleague with the following skills, experience and personal attributes:

Essential

- Pro-choice – an unwavering commitment to the principle of women making their own reproductive decisions
- Excellent presentation skills and the dynamism to engage a variety of audiences
- Excellent networking and relationship-building skills
- High emotional intelligence with the ability to show empathy and sensitivity and the capacity to manage the emotional impact of the work
- Quick learner with the ability to work independently and to play an active part in the small ARC team
- Excellent organisational skills with the ability to prioritise learning and workload; set and attain realistic goals; and monitor outcomes

Desirable

- Experience of successful training delivery or group facilitation
- Experience of work in or with the voluntary or health and social care sector
- Experience of helpline or face-to-face support work
- Experience of successful working as part of a small team
- Experience of project management
- Experience of business development



Statement On Diversity

ARC is committed to diversity and to equality of opportunity for employment, career and personal development. We believe that people from different backgrounds bring perspectives and skills that create fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

We know that the more inclusive we are, the better our work will be. We are committed to continuous improvement in this space.



How To Apply

[Eastside People](#) is supporting the [ARC](#) in recruiting for these roles. [Click here](#) to apply by submitting your CV and cover letter. Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV, and ensure that you cover the following:

- Why are you interested in the Engagement & Development Co-ordinator role at ARC?
- How can you contribute to ARC in this role?

Please note that we ask you to comment on the person specification, rather than the job description. We do not expect candidates to have experience in all of the outlined activities: This is intended to give you a sense of the role.

We are not seeking to recruit someone with a medical/scientific background, as in-depth induction & training will be provided.

We are looking for is someone who is compassionate, emotionally intelligent, quick to learn, enthusiastic about ARC's work and keen to take it forward.

If you would like a call to discuss the role in more detail, please email Paul at p.venning@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please contact us if you require any assistance or adjustment so that we can make the application process work for you.

The closing date for applications is **Monday 11th November**. Shortlisted candidates will interview with ARC in the week commencing **Monday 18th November**.



Eastside People

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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.