Appointment Brief: HR & Operations Coordinator

Welcome from the Chief Executive

We are delighted that you are interested in the role of **HR and Operations Coordinator** here at Action for Pulmonary Fibrosis (APF). We are looking for an outstanding individual to join 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. 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 often becomes greater. Yet there is very little dedicated support available to patients and families affected and treatment options are limited. 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 are a fast-growing community of patients, family members, healthcare professionals and researchers striving to find a cure for pulmonary fibrosis, ensuring that everyone affected by the disease has a better future. We are working towards the ambitious goals set out in our Strategic Plan for 2019-2024.

The HR & Operations role is pivotal to the smooth running of our work. You will support all teams and help us grown our HR and Operations department. It will be a busy and varied role, requiring strong attention to detail and you’ll need to able to work efficiently and effectively. We are looking for an enthusiastic and knowledgeable candidate to support APF in ensuring we successfully implement our charity objectives.

We are a collaborative, hard-working and fun team, with lots of mutual respect and support to reach our goals. In your role, you will need to demonstrate empathy to our cause, critical thinking, flexibility, and outstanding communication skills.

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
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.

The Role

This is an exciting time to join an agile and energetic charity with a meaningful cause and clear plans for growth.

You will report directly to the Head of Finance & Operations but will work closely with all departments providing a wide range of HR and Operational support to a friendly and highly skilled team.

You’ll be able to work with limited supervision, enjoy managing multiple tasks and priorities and have a warm and friendly manner making all of our team feel valued and supported.

You will have leadership and coaching skills to develop our team and lead change in the HR processes and procedures along with the ability to implement and train new systems.

This is a role that demands empathy, flexibility, and proactivity.
How to apply

We hope you will 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 Head of Finance & Operations.

To apply, please send the below documentation to recruitment@actionpf.org by **10am on Friday 06th October 2023.**

- Your CV (no more than three sides, minimum size 11 font)
- 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)
- In your application, please include if you have lived experience of pulmonary fibrosis or other respiratory condition.
- We would 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, please contact 01733 839642.

Applications without a supporting statement will not be shortlisted

Closing date: Friday 06th October @ 10am
Interviews: Ongoing
Ideal start date: As soon as possible