

## The Sickle Cell Society

### Project Co-ordinator - Job Description

<b>Job Title:</b>	Project Co-ordinator (Animation Project)
<b>Hours:</b>	(18 hrs/week) 2-3 days per week flexible working
<b>Salary:</b>	<b>£14,000-pro-rata</b> (Based on £27,000 FTE)
<b>Length of contract:</b>	Six-month fixed term appointment
<b>Line Managed by:</b>	Chief Executive

**Responsible for:** Co-ordination and oversight of the development of The Society's Public Healthcare Educational Campaign to raise awareness and understanding of priapism in young boys and men with Sickle Cell Disorders (SCD).

**Location:** Home-based with occasional visits to the SCS Offices

#### Job Purpose:

The role of the Project Coordinator is to take responsibility for the time-management, budget, co-ordination, delivery and oversight of the Project. Our aim is to create a virtual educational tool freely available for patients (boys, and adults affected by SCD associated priapism) and their carers to access via the Sickle Cell Society Website. The project will be developed working in collaboration with the UK's health professional leads in Urology and Haematology. The post-holder will be a confident communicator and experienced in project management to ensure effective and timely collaboration with both patients and the project team across the UK and globally (across time-zones). They will also be responsible for timely and effective co-ordination of the project's monitoring and evaluation to enable shared learning, best practice and timely reporting of this innovative resource.

#### Main areas of focus are;

- Development of project plan and ongoing time management;
- Oversight of project budget;
- Liaison and collaboration with clinical leads to collate and oversee development of educational materials;
- Liaison and collaboration with 'elara' as the creative experts responsible for development of virtual content;
- Co-ordination and engagement with SCD patients to secure their involvement in project development, monitoring and evaluation, including formation of project and patient steering groups.
- Co-ordination with project team, patients and SCS wider team to support launch of the Campaign across multi-media channels.

The role will be supported by the SCS Chief Executive.



*Information, Counselling  
and Caring for those with  
Sickle Cell Disorders  
and their families*  
Charity Reg: 104 6631  
Company Reg: 284 0865  
[www.sicklecellsociety.org](http://www.sicklecellsociety.org)

## **About the Sickle Cell Society (SCS)**

The Sickle Cell Society (SCS) is the only national charity in the UK that supports and represents people affected by a sickle cell disorder. We provide information, advice and support to enable people to improve their overall quality of life. Approximately 15,000 people in the UK have a sickle cell disorder. These inherited conditions predominantly affect people of Black African and Black Caribbean heritage; and to a lesser extent people of Mediterranean, Middle Eastern, South Asian and Central/South American heritage. This inherited blood condition causes the collapse (sickling) of red blood cells, reducing their capacity to carry oxygen around the body. This causes acute anaemia and extreme pain as cells cannot pass freely around the body. Regular blood transfusions are often required to keep people well. A high proportion of our client group also suffer disability relating to stroke, or damage to vital organs which can lead to organ failure. We assist and enable people living with SCD to realise their full potential whilst successfully managing the challenges they face in living with this potentially life-limiting condition. We are a small, friendly and closely knit team of 14 skilled and highly committed staff (9 part-time / 5 full-time) and over 30 active volunteers.

### **The Project:**

The Sickle Cell Society will be working in partnership with the UK's clinical experts in Urology and Haematology and the media company 'elara' to develop and deliver creative and engaging online educational tools and materials to raise public and patient awareness of priapism in male patients with SCD.

### **Key Responsibilities**

- To set up a Project Steering Group;
- To lead on the recruitment and motivation of patients with SCD and their families, carers to support the monitoring and testing of educational materials, and educational content during development;
- To ensure SCS Safeguarding policy and processes are adhered to with regards to engaging with children and young people taking part in the project;
- Demonstrate effective project management through the development and distribution of a clear project plan and on-going communication and liaison with all project team members to ensure the project is developed and delivered on time and to budget.
- Provide final report and evaluation and share best practice across all SCS and project team networks.

**The Sickle Cell Society  
Project Co-ordinator - Person Specification**

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Graduate degree or relevant experience of working in a similar role for the health or voluntary sector;</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a health / social care charity.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum two years' experience in a similar Project Management/ Co-ordination role;</li> <li>Experience of working with professionals from a variety of backgrounds;</li> </ul>	<ul style="list-style-type: none"> <li>Experience of compiling reports.</li> </ul>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills;</li> <li>Strong networking skills;</li> <li>Experience of budgeting;</li> <li>Ability to plan and prioritise conflicting deadlines;</li> <li>Good IT skills inc MS Office;</li> <li>Excellent co-ordination, organisational skills and attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Sickle Cell Disease;</li> <li>Ability to confidently liaise with and project manage virtually and across geographic time-zones e.g. UK/US.</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>Innovative and creative, able to identify and act upon new opportunities;</li> <li>A confident and excellent communicator with an ability to promote/build awareness of SCS to develop strong relationships;</li> <li>Self-motivated; comfortable working alone and a strong team player;</li> <li>Passion and knowledge in all aspects of The Society's work and/or willingness to learn.</li> </ul>	
<p><b>Personal Circumstances</b></p> <ul style="list-style-type: none"> <li>Flexibility to work outside of normal working hours if required to meet deadlines.</li> </ul>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE CHARITY'S EQUAL OPPORTUNITIES POLICY.**