

Part-time ARC Co-ordinator for Scotland (0.4wte)

The ARC co-ordinator for Scotland will help us sustain and develop our work across the country:

- Promote ARC's services to health professionals across Scotland and maintain and develop sustainable relationships with them
- Raise awareness of ARC with decision makers and other key organisations in Scotland
- Help develop and deliver ARC educational projects to help raise standards of care and to disseminate best practice throughout Scotland
- Help generate funding for ARC through such projects
- Liaise with ARC London office in fulfilling ARC's mission

The Role

You will be self-motivated, able to manage your own workload and work with minimal supervision. You should have an understanding of the issues surrounding antenatal screening and diagnosis in a Scotland context.

Following on from the previous postholder who established the role, the successful candidate will maintain and develop relationships with hospitals, clinics and health professionals. This is with the aim of increasing awareness of ARC among health professionals and expectant parents in Scotland.

You will deliver ARC's well-evaluated education programme in Scotland. You will influence and collaborate on the development of ARC training with a specific Scotland focus. Delivery of training will be face to face and on line.

You will assist the Director and Development and Partnerships Officer with income generation activities by identifying and accessing funding opportunities in Scotland.

The post holder will work from home in Scotland but there will be regular travel, for which expenses will be paid, including at least two trips a year to London.

Other

- To undertake other duties as required by the Director of ARC
- To professionally represent ARC and be an advocate for learning and development

- To keep up to date with developments in the field
- Be an active and supportive team member within the organisation
- Operate in a style which is consistent with the values and vision of ARC

PERSON SPECIFICATION

The successful candidate will need:

Essential

- a commitment to the principle of women making their own reproductive decisions
- The ability to communicate effectively and engage with a variety of audiences
- Excellent presentation skills
- Quick learner with ability to work independently and as part of the small ARC team
- Ability to show empathy and sensitivity and capacity to manage the emotional impact of the work
- Excellent organisational skills including ability to prioritise learning and workload, set and attain realistic goals and monitor outcomes
- An enthusiastic approach to development work

Desirable

- Experience of successful training delivery or group facilitation
- Experience of work in or with the voluntary sector
- Experience of successful working as part of a small team
- Experience of project management
- Understanding of the healthcare landscape in Scotland

Find out more about ARC: www.arc-uk.org

We are not solely seeking candidates with a medical/health care background as there will be a full induction offered.

Hours: 14 hours per week (0.4wte)

Salary: £35,000 p.a. pro rata + 8% pension contribution

Holiday: 11 days p.a.

To apply: Please send CV and covering letter (describing why your skills, qualities and experience make you the ideal candidate for this role and why you would like to work for ARC) to info@arc-uk.org

Deadline for applications: 5pm Friday 19 September 2025

Interview date: TBC