



**Polymyalgia Rheumatica  
& Giant Cell Arteritis UK**

**BM PMRGCAuk**  
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## Sussex Regional Organiser Job Description

### Purpose of the role

To manage and support our current support groups in Sussex and to create new ones in the county.

**Job Title:** Sussex Regional Organiser

**Salary:** £12.50 per hour

**Hours:** 4 hours a week

**Location:** The role will be mainly home-based, with occasional travel around Sussex

**Reports to:** The Director

**Duration of contract:** One year, with a possibility to extend.

**Holiday entitlement:** 20 hours per annum

PMRGCAuk is a national registered charity set up to meet the needs of people with the debilitating conditions polymyalgia rheumatica (PMR) and giant cell arteritis (GCA). We offer support, raise awareness and promote research. We have volunteer-run support groups up and down the country, where people with PMR and GCA can meet, support and share information with others. We are recruiting a Sussex Regional Organiser to manage our current support groups, run by volunteer Group Organisers (GOs) and to create new ones in the county.

### Principle duties and responsibilities

1. Regularly liaise with Sussex Group Organisers (GOs) via phone, email and Zoom.
2. Where and when possible attend occasional group meetings and debrief with GO to ascertain any help needed.
3. Organise and chair occasional Zoom online speaker meetings/webinars.
4. Encourage PMRGCAuk members to set up Support Groups in new places in Sussex.
5. Find, view and set up suitable meeting venues for new groups in conjunction with GOs.
6. Guide new GOs in the organisation of their meetings. (See GO guidelines)
7. Organise cover for meetings for GO absences.
8. Actively recruit current and new members to volunteer in the support groups. Roles include making refreshments, welcoming people at the door etc.
9. Email meeting and event notices to group members where GOs are unable to do.
10. Build relationships with local organisations (eg: AgeUK, U3A) the medical fraternity and local press.
11. Issue regular press releases.
12. Organise one-off regional events for all Sussex group members where time permits to create awareness and understanding of the conditions to those suffering from PMR or GCA.
13. Update website with groups/regional meetings, events and news.
14. Coordinate venue payments for meetings and events via the Director.
15. Attend Zoom meetings with Director and other ROs to share ideas and best practice.
16. Keep records of mileage.



### **Person Specification**

1. Proficiency in MS Office with experience in Microsoft Word and Excel and experience of Zoom.
2. Experience of managing volunteers and running events.
3. Excellent interpersonal skills, with the ability to communicate effectively, both verbally and in writing and to a high level of accuracy and attention to detail.
4. A strong team-player with a flexible approach to the varying demands of the role.

### **To apply for the role:**

1. Please write a cover letter explaining why you think you would be a good fit for the role.
2. Please include your CV.
3. To apply for the role please email [jobs@pmrgca.org.uk](mailto:jobs@pmrgca.org.uk)
4. The deadline for this role is Monday 13<sup>th</sup> December 2021.