



the gynaecological cancers charity

## JOB DESCRIPTION

<b>Job title:</b>	AI Coordinator & Stakeholder Engagement Assistant
<b>Reports to:</b>	Project Sponsor (CEO for Phase 1)
<b>Responsible for:</b>	No direct reports
<b>Salary:</b>	£25,000 per annum (pro rata)
<b>Hours:</b>	Fixed term contract (until end June 2025) <b>20 hours per week</b>
<b>Location:</b>	This role is hybrid, working from home and our office based in London Bridge as well as travel to stakeholder meetings as required (working pattern to be agreed on appointment)

### Overview

We are the UK's leading gynaecological cancer charity and as part of our work we deliver a unique nurse information service called Ask Eve. This service is run by nurses. Over the past 5 years, contact to the service has grown steadily and in the past year has experienced an unprecedented increase in demand (particularly following the closure of Jo's Cervical Cancer Trust in May 2024, leading to a 1141% increase in cervical-related queries).

To address the growing pressure on the service, we have secured funding to develop an AI tool to enhance efficiency, expand capacity, and improve accessibility. This AI tool will help triage and manage simple queries, allowing our specialist nurses to focus on more complex cases, ultimately improving the quality and timeliness of support provided to individuals concerned about their gynaecological health.

We now have an exciting, fixed term opportunity for a highly motivated and confident coordinator with strong stakeholder engagement and project coordination skills. The successful candidate will be proactive and highly organised, supporting the Eve's evolving AI tool, supporting the establishment of a stakeholder panel and the launch of ChatBot function.

This role will work closely with the internal project sponsor (the CEO), the Ask Eve Nurse Service Coordinator, Operations Manager (responsibility for IT) and our Communications and Media Manager (who is responsible for the Eve website and social media channels). The Project Coordinator will also work close with external specialist contractors and consultants in the project delivery.

## **Key Duties and Responsibilities:**

- Support the delivery of the Ask Eve AI project as directed by the project sponsor and external consultants
- To work in partnership with key Eve colleagues to ensure delivery of project objectives. This will include working alongside several roles but most closely working with the Ask Eve Nurse Service Coordinator, the Communications and Media Manager and the Operations Manager
- Project timescale and deadline monitoring and management
- Budgetary and financial control and reporting in liaison with the Head of Finance and the project sponsor
- Liaison with and preparing reports for the funders in consultation with the Deputy Head of Fundraising
- To manage the engagement, communications and consultation with a wide range of internal and external stakeholders in order to create a robust and sustainable AI project board
- Supporting the delivery of the project scoping report (end March 2025) and recommendations and evaluation reports (end of June 2025)
- To be a hands-on member of the Eve team working in partnership with colleagues to deliver this innovative public health information tool.
- Act as the first point of contact in many areas of the team's interactions with internal colleagues and external stakeholders.
- Support the AI team through arranging meetings, cultivating relationships with key stakeholders, maintaining team shared documentation and coordinating AI related stakeholder events.
- Maintain records of key stakeholders and outside bodies for the charity's AI work, ensuring that the team and relevant representatives of Eve are able to build strong working relationships.
- Provide excellent customer service throughout all duties.
- Draft correspondence, reports and briefings as required.

## **General Duties:**

- Carry out other associated duties that may arise, develop or be assigned in line with the remit of the post.
- Contribute to team meetings and organisational priorities.
- Work as a team member of the organisation as a whole, sharing information and best practice openly and productively.
- Support diversity and equality of opportunity in the workplace and across everything that the charity stands for.
- Abide by organisation policies and practices.
- Comply with best practice and legal requirements regarding data protection and the General Data Protection Regulation (GDPR).
- Be proactive in keeping up to date with developments affecting your work and take charge of your own personal and professional development.
- Attend all mandatory training required by the organisation.

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## **Values**

Work within the charities values:

- We dare to dream big
- We never give up
- We are open and honest
- We work together to achieve more

**Our mission and values are attached as separate documents**

**Person Specification**

<b>Essential</b>
<ul style="list-style-type: none"><li>• A keen interest in AI</li><li>• Advanced administrative and team supporting experience</li><li>• Experience in supporting projects.</li><li>• High level of oral and written communication skills.</li><li>• Excellent time management skills, whilst able to prioritise work and competing demands.</li><li>• Clear and analytical thinker, able to exercise sound initiative.</li><li>• Previous project planning experience (including budget design) would be an advantage.</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>• Experience working in a health information role</li><li>• Experience working in / studying AI applications would be an advantage</li><li>• Experience of working with stakeholder / volunteer panels</li></ul>