Sands

Application Information

**Improving Bereavement Care**

**Co-ordinator**

About Sands

Sands, the stillbirth and neonatal death charity, are a well-established and widely respected national charity that:

* Supports anyone affected by the death of a baby
* Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible bereavement care
* Promotes and funds research and changes in care that could help to reduce the loss of babies’ lives.

Over 30 years ago the devastating impact of the death of a baby on the mother and father was neither widely understood nor acknowledged. For many parents it felt as if their baby had not existed and did not matter. Sands was established in 1978 to change that perception.

Since that time Sands has supported many thousands of families whose babies have died, offering emotional support and practical help. Working in partnership with health professionals and service providers, Sands has played a lead role in transforming the culture and practice of perinatal bereavement care in the UK.

Whilst the way in which parents and families are cared for and supported has substantially changed, the tragic reality is that large numbers of families continue to be devastated by the death of a baby. In the UK, in spite of medical advances, in 2013, over 5700 babies died just before, during or soon after birth.  That’s over 100 babies every week.

Bereavement support for parents whose baby has died and working in collaboration with health professionals, remains at the core of everything that Sands does. But Sands also aims to ensure that there are fewer bereaved parents to support through our research and prevention work.

Find out more about our work: www.uk-sands.org

Sands Benefits

**Pension (non-contributory)**

We consider it important to encourage people to save for their retirement and as such provide staff (after successful completion of a probation period) with a 3% pension contribution paid into an Aegon Personal Pension. Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available.

**Annual leave**

Staff receive 28 days annual leave plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

**Employee Assistance Service**

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members we provide a 24:7 independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

**Season ticket loan**

Permanent Head Office based staff are offered the opportunity to take an interest free loan to purchase season tickets for the journey between home and work. Available after a qualifying period.

About the role

Sands is growing and we are investing in our staff team, as part of this expansion we are seeking a dedicated and enthusiastic person to join the Improving Bereavement Care Team.

Educated to degree level, our ideal candidate will be passionate about striving to enable professionals to provide high quality bereavement care to all parents who experience the death of a baby throughout the UK.

You will be responsible for keeping the charity up-to-date with relevant research, guidance, best practice and policy in the area of bereavement care and providing input into our publications, website, events and training programmes.

You will be eager to learn, self-motivated and well organised and be excited by the prospect of working alongside others to produce high quality resources for professionals as well as bereaved parents and their families.

This is an excellent opportunity for someone with a keen interest in improving bereavement care, with strong research, project management and communication skills (both verbal and written).

This role offers a fantastic chance to make a real difference within the charity. Some travel will be necessary, including occasional overnight stays.

To apply:

Please return the completed application form and monitoring form to **recruitment@uk-sands.org** by the closing date below:

**Closing date for applications: 5pm on Monday 21st September 2015**

**Interview Date: Tuesday 29th September 2015**

As we have limited staff resources we are unable to provide unsuccessful candidates with feedback on their applications.

Interviews will be held at our Head Office: Sands, 28 Portland Place, London, W1B 1LY

**Job Description**

**Job Title:** Improving Bereavement Care Co-ordinator

**Responsible to:** Improving Bereavement Care Manager

**Location:** Sands Head Office, 28 Portland Place, London, W1B 1LY

**Contract:** Permanent

**Salary:**  £25,375 per annum (plus £3,350 London Weighting Allowance)

**Hours:** 35 per week (9.30am to 5.30pm)

**Main purpose of job:**

1. To work closely with the Improving Bereavement Care Manager to assist and support the Improving Bereavement Care work of the charity.

**Principal tasks and responsibilities:**

* To keep an up-to-date knowledge of the following (which may affect bereaved parents and professionals and may have implications for Sands training, publications, website and other resources):
	1. Current practice and new developments in hospitals throughout the UK
	2. Plans for and implementation of services across the UK
	3. Relevant research and professional guidance
	4. Relevant medical literature
	5. Changes in the law, regulation and financial issues in England, Scotland, Wales and Northern Ireland.
1. To update the content of the Improving Bereavement Care section of the Sands website.
2. To provide updated information on bereavement care for Sands Support booklets.
3. To research, reference, update and input into the Bereavement Care training materials and other publications and resources for professionals as necessary.
4. To liaise regularly with other Sands departments/teams, up-date them with relevant information and keep up-to-date with what they are doing.
5. To help arrange and/or participate at conferences and meetings on bereavement care.
6. To participate in developing Sands’ policy and position papers around bereavement care.
7. To assist in the production of press releases and to be a media spokesperson for Sands when required.
8. To post relevant information on the Bereavement Care Network and respond to other posts as appropriate.
9. Develop and build working relationships with external contacts / organisations / health care professionals
10. To represent the Improving Bereavement Care team and our aims at internal and external events

**General:**

* To undertake and assist on any relevant bereavement care work or projects as agreed by the IBC manager.
* To work flexibly with other members of the team
* Abide by all Sands Policies
* Undertake all mandatory training as required
* Participate in bi-annual appraisal and personal development reviews
* The post holder must familiarise themselves with matters relating to Health & Safety Management, as affecting themselves, their department and the organisation as a whole.
* Promote the Sands vision and values at all times

This Job Description is not contractual and is liable to change over time.

Person Specification

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| **Importance** | **Criteria** | **Assessment** |
| Essential | Educated to degree level or equivalent | Application |
| Essential | An understanding of maternity, health care policy and practice across the UK  | Application and interview |
| Essential | Empathy with Sands and its aims | Application and interview |
| Essential | Ability to carry out literature searches and assess research and guidance relevant to improving bereavement care  | Application, interview and assessment |
| Essential | Ability to write clearly and present complex medical issues in simple clear terms  | Application, interview and assessment |
| Essential | Good presentation and communication skills and willingness to speak at conferences, events and the media if necessary | Application, interview and assessment |
| Essential | Able to communicate effectively with health professionals, academics, other professional groups, bereaved parents and the public  | Application and interview |
| Essential | Good IT skills  | Application and interview |
| Essential | Good organisational and project management skills  | Application and interview  |
| Essential | Able to work co-operatively and on own initiative  | Application and interview |
| Essential | Self motivated | Application and interview |
| Essential | Good interpersonal skills | Application and interview |
| Essential  | A willingness to learn and a positive ‘can-do’ attitude | Application and interview |
| Essential | Willing to occasionally travel in UK  | Application and interview |
| Desirable | An understanding of the issues around pregnancy, labour and birth | Application and interview |
| Desirable | An understanding of grief and bereavement in general and specifically in relation to childrearing losses | Application and interview |