Sands

Application Information

Network Co-ordinator

September 2015

**About Sands**

Sands, the stillbirth and neonatal 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 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, comfort 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, over 5,700 babies were stillborn or died within the first four weeks of life in 2013.

Bereavement support for parents who’ve lost a baby 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.

A strength of Sands is the network of over 100 Groups around the UK. Each has a large degree of autonomy in that they have their own committees, and most fundraise locally and manage their own bank account. They work within the Sands Group Constitution. With over 100 Groups around the UK good communication is essential, as well as support for them. To assist with this we have 9 Networks, who provide an additional resource for Groups. Each has a Network Coordinator, who acts as a crucial link between UK Sands and the Groups.

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 pro rata 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.

**How to apply**

To apply please send a completed application form and an equal opportunities monitoring form by midday on **Monday 5th October 2015** to: recruitment@uk-sands.org.

Interviews will be held in the week commencing **12th October 2015.**

We regret we are unable to provide individual feedback to applicants.

Interviews will be held at our Head Office: Sands, 28 Portland Place, London, W1B 1LY. Reasonable travel expenses will be paid.

**Job Description**

**Job title:** Network Co-ordinator

**Reporting to:** Networks and Volunteering Manager

**Department:** Groups

**Job location:** Homeworking, plus travel throughout the relevant Network. Occasional travel elsewhere in the UK and to Sands Head Office at 28 Portland Place, W1B 1LY will be required.

**Hours:** 14 hours per week, spread across the week

**Salary:** £24,458 per annum pro rata

**Contract length:** Permanent

**Purpose of Role**

To work closely with the groups team to:

1. Support Sands Groups in the Network, who help to deliver Sands three aims at a local level throughout the UK
2. Strengthen the communication between head office and Groups, as well as between Groups in the Network.

**Main duties**

**GROUPS**

1. Provide support, motivation and guidance to existing Sands Groups via face to face visits, telephone and email.
2. Liaise with the Groups & Training Coordinator to support new Sands Groups as appropriate and take over responsibility for supporting new Sands Groups after their first year.
3. Ensure Groups meet their obligations as per the Groups Constitution.
4. To act as the first point of contact for Groups in the Network and deal with initial enquiries.
5. Maintain records of contact with Groups and ensure relevant Sands databases are kept up to date
6. Undertake, where appropriate, the first level investigation and resolution of any concern or complaint raised about or within a Group
7. Help Groups share ideas and support each other

**NETWORK**

1. Manage the Network bank account and budget and submit Annual Returns.
2. Liaise with the Groups and Training Co-ordinator to organise an annual Network Day.
3. Develop communication channels including regular Network calls and provide a regular update on activities in the Network.
4. Liaise with other members of the Groups team and other departments to ensure effective communication between the Networks and Sands.
5. Liaise with the Befriender Training Coordinator to organise initial and ongoing training for Sands Befrienders in the Network.
6. Start developing the Network to become a point of contact for Sands where there is no Group

**GENERAL**

1. Provide monthly reports and statistics to the Networks and Volunteering Manager
2. Attend Groups Team conference calls, Away Days and other events as required.
3. Support the use of the Groups Toolkit, Group Handbook and other relevant resources to Groups.
4. Promote the 3 aims of Sands.

**This job description is not contractual and is liable to change over time**

**Person Specification**

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| **Importance** | **Criteria** | **Assessment** |
|  | **Skills & Experience** |  |
| Essential | Experience of working with volunteers and voluntary groups. | Application and Interview |
| Essential | Demonstrable understanding of and commitment to the aims and objectives of Sands. | Application and Interview |
| Essential | Good planning and organisational skills with considerable attention to detail. | Application and Interview |
| Essential | Ability to prioritise work and meet deadlines under pressure. | Application and Interview |
| Essential | Experience of monitoring and maintaining recording systems and procedures. | Application and Interview |
| Essential | Experience of using a range of IT packages including MS Office (word processing, spreadsheets and databases) and the ability to use email and maintain an electronic diary. | Application and Interview |
| Essential | Excellent verbal communication skills, including ability to deal appropriately and professionally with a range of people including Sands staff and volunteers, bereaved parents, health professionals and other organisations.  | Application and Interview |
| Essential | Ability to write clearly and accurately, including corresponding by email, drafting routine correspondence and taking minutes of meetings. | Application and Interview |
| Essential | Self motivated and able to work on own initiative from a remote location and as part of a team. | Application and Interview |
| Essential | Numeracy skills and the ability to work within established financial procedures | Application and Interview |
| Essential | Ability to monitor and maintain own standards | Application and Interview |
|   | **Personal Commitment and Qualities** |  |
| Essential | Positive enthusiastic attitude. | Application and Interview |
| Essential | Maintain confidentiality on sensitive and confidential information. | Application and Interview |
| Essential | Act professionally, consistently and responsibly when undertaking duties and performing tasks. | Application and Interview |
| Essential | Ability to remain calm under pressure. | Application and Interview |
| Essential | Flexible and adaptable approach, including ability to travel and to work evenings and weekends. | Application and Interview |
| Essential | Strong commitment to, and belief in, the values of the services that Sands provides. | Application and Interview |
| Essential | An understanding of, and empathy with, bereaved parents’ needs and perspectives. | Application and Interview |
| Essential | Represent professionally the views and positions of Sands clearly and distinctly from any personal opinion. | Application and Interview |
| Essential | High level of commitment to and understanding of Equal Opportunities and the ability to counter discrimination. | Application and Interview |