Sands

Application Information

**Bereavement Care Trainer (South of England)**

About Sands

Sands, the stillbirth and neonatal death charity, is 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 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. Sands will increase our contribution into the pension scheme to 5% as soon as you achieve 3 years’ continuous employment with us.

Subject to eligibility, you will be automatically enrolled into the pension scheme as soon as your employment commences, and you will be able to make additional voluntary contributions into the scheme if you wish. You will, if required, have the option to withdraw from the pension scheme.

**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 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.

**Childcare Vouchers**

Sands operates a childcare voucher scheme administered by Edenred, of the UK’s leading providers of employee benefits. You will be able to purchase vouchers up to the value of £243 free of tax and NI deductions, which can be used to pay your registered childcare provider. The value of the vouchers that you purchase will be deducted each month from your pre-tax pay via salary sacrifice.

**Cycle to Work Scheme**

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment that you use to commute to work.

You will be able to select a new bike and equipment up to the value of £1,000, and re-pay the cost of this in interest-free instalments over a 12-month period from your pre-tax salary, meaning that you save on tax and NI deductions.

At the end of the official hire period, you will have the option to return the bike or equipment, purchase it at a reduced price (typically 18% or 25% of the original value) , or on payment of a small deposit continue to use it for a further 36 months.

About the role

**Bereavement Care Trainer – South of England**

**Salary £310 per one-day workshop and £206 per half-day course**

**Trainers are required to deliver a minimum of 4 training events per year**

**Permanent role**

Sands are looking to recruit a Bereavement Care Trainer covering the South of England to join our Improving Bereavement Care (IBC) team in delivering bereavement care training to professionals in the form of one-day workshops and half-day courses throughout the UK.

Each Bereavement Care Trainer single-handedly facilitates and delivers high-quality workshops and presentations to professionals on improving bereavement care for parents who experience pregnancy loss and the death of a baby. This role exists to help the IBC team to fulfil Sands’ aim to improve bereavement care.

You will be an experienced and skilled trainer, able to facilitate and deliver high-quality workshops and presentations to professionals on providing good, sensitive bereavement care for parents who experience pregnancy loss and the death of a baby.

With a professional training qualification, you will be able to demonstrate a high degree of empathy, have excellent communication and facilitation skills, a passion for empowering groups of people to engage in learning and development, and be able to deliver sensitive material to diverse groups of people.

Experience within the charity sector is desirable, but not essential. You must be comfortable dealing with sensitive and difficult issues around bereavement experienced by parents. A high level of IT skills are also essential.

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 29th February 2016**

**Interview Date: 9th or 10th March 2016**

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 / Role Profile

**Job Title: Bereavement Care Trainer**

**Responsible to: Improving Bereavement Care Manager**  **(IBCM)**

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| **Section (A): Scope of role** | *Scope of staff and financial management responsibility level of authority, impact, etc.* |
| **Number of direct reports** | **0** | *Number of indirect reports**(staff reporting to direct reports)* | **0** |
| **Size of Budget for which the role is responsible** | **£** | *Level of financial authority with regard to expenditure* | **£0** |
| **What level of impact will the post holder’s actions and decision making have on the team/function/business** | Potentially level of impact as this post is almost entirely outward facing. |
| **Who are the principal contacts that the role interacts with internally and externally** | **Internally – IBCM/BCTC****Externally - HCPs** |

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| **Section (B): Purpose of Role and Accountabilities** | *High level description of the role/why it exists* |
| To single-handedly facilitate and deliver high quality training workshops and presentations to professionals on improving bereavement care for parents who experience pregnancy loss and the death of a baby. This role exists to help the IBC team fulfil the second core aim of Sands to improve bereavement care. |

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| **Accountabilities:** | *Statement of the main areas of responsibility* |
| * To single-handedly facilitate and deliver Sands training workshops and presentations for professionals to a high standard based on agreed learning outcomes, content and to an agreed schedule
* To adapt facilitation, delivery and presentation styles to meet the needs of different types of professionals
* To adhere to a Sands Bereavement Care Trainer code of conduct
* To liaise with the training administrator to agree training dates and make all necessary arrangements and preparations
* To keep up to date with any changes to the Sands training materials as requested by the IBC Manager
* To engage with the IBC Manager to ensure the on-going development and improvement of Sands training
* To collate evaluation forms from attendees and to ensure that these are forwarded to the training administrator by the agreed deadline
* To complete an evaluation form after each training session and to ensure that this is forwarded to the IBC Manager by the agreed deadline
* To be responsible for organising own travel and accommodation if necessary
* To be responsible for invoicing Sands for training fee and expenses

**Training and development*** To attend a preliminary training course when necessary and any other refresher courses as requested
* To take part in a yearly personal review meeting with the IBC Manager
* To participate in any training and development and departmental meetings as required
* To undertake other duties as required
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| **Section (C): Knowledge, Skills & Experience** | *The minimum level of skills needed to do the role* |
| **Critical Skills** | *Detail any technical skills/expertise at a level that is critical to the business, i.e. are they the organisation’s expert in that field.* |
| Excellent communication and facilitation skills |
| Significant experience of providing training |
| Experience of facilitating skills-based exercises e.g. Role-play |
| Ability to prepare for, deliver and administrate a training day single-handedly |
| Ability to adapt facilitation, delivery and presentation styles to meet the needs of different types of professionals |
| A good understanding of the unique nature of loss and bereavement as experienced by parents whose baby dies before, during or shortly after birth |
| Experience of providing training on Maternity or Bereavement Able to set up IT and equipmentAble to answer questions or signpost to team/organisation that might be able to provide information |

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| **Other Skills and Experience required** | *Other skills needed to do the role* |
| Commitment to the aims and ethos of Sands |
| Commitment to and understanding of equal opportunities and diversity |

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| **Section (D): Competencies and Qualifications** | *The minimum level required for role* |
| **Competencies** | *Demonstrable attributes/behaviours that the role holder must possess to be successful in the role* |
| Excellent communication skillsAbility to network and build successful working relationships |

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| **Qualifications required***Note level of Actual Qualifications possessed by role holder which enhance role, i.e. Counselling Diploma, Database Management Certificate, etc.* | *List any qualifications necessary to perform the role*  |
| * Training qualification
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| **Section (E): Performance Measures** | *List the critical success factors used to determine whether desired results have been achieved.* |
| Each bereavement care training workshop that is delivered is evaluated by the attendees. There are three specific questions about the trainer/delivery:* The trainer presented the material clearly
* I am very satisfied with how the workshop was delivered
* The trainer was receptive to questions

The information from the evaluation forms is then presented in charts, so that the trainer and the IBCM can see this feedback about each trainer following each delivery.Each trainer has 6 monthly reviews. |

*In order to maintain effective services, you may be required to undertake any other reasonable task, which is broadly consistent with those in this document and could be expected within the remit of this role and within your level of skills, experience and knowledge, as determined by your Head of Department.*

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| **Name of Role Holder** | **Name of Manager** |
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| **Signed:** | **Signed:** |
| **Date:** | **Date:** |