



Sands Application Information

Director of Finance, Data & Resources
and Company Secretary

April 2024

About Sands

Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

We provide bereavement support services both nationally through our Freephone helpline, online community and resources, as well as locally through a network of more than 100 regional support groups based across the UK and run by trained befrienders.

Sands works in partnership with professionals, trusts and health boards and offers a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.

We promote improvements in policy and practice, and support research to better understand the causes of deaths and save babies' lives.

Sands raises awareness of baby loss and works with government, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally. Since 1978, Sands has grown into a UK-wide charity with a powerful vision shared by dedicated supporters, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by more than double since 2019 to £7m and, as part of our strategic plan, is focusing on how we can make the biggest difference to the lives of bereaved families and save babies' lives. To find out more, visit www.sands.org.uk

Our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need, wherever they live in the UK.

Join us and help create a world where fewer babies die.

Sands Staff Benefits

Annual Leave

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

Employee Assistance Services

As part of its commitment to employee wellbeing, Sands offers all Staff access to the Bupa employee Assistance service which offers free and confidential counselling and wellbeing support. Support is available on a range of issues including legal, financial, emotional, health, and work-related concerns.

Sands 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.

Sands Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aviva Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

Life Insurance

All Staff are covered by a Life Insurance Policy which pays 3 x annual salary to nominated beneficiaries. Staff also have access to additional services from Legal and General including legal and financial support, a medical helpline, and a health and wellbeing platform. Additionally, Staff have access to a wide range of shopping offers and discounts, plus advice on finding and funding later life care for their loved ones or themselves.

Flexible Working

All Staff can apply for flexible working with effect from their first date of employment.

Maternity Pay

Staff on maternity leave are paid their full salary for the first 26 weeks of their period of leave.

Leave for the Death of a Baby or Pregnancy Loss

Any member of Staff affected by the death of baby or pregnancy loss will be granted leave paid at their normal salary, regardless of the type of loss.

Sands is a vibrant, growing charity!

With a clear strategy, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity.

Sands is an inclusive and diversity-friendly employer. We are committed to promoting equality, valuing diversity and working inclusively. We welcome and encourage applications from people of all backgrounds and do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law.

About the role

Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

We are recruiting to the role of Director of Finance, Data & Resources and Company Secretary. This is a vital role which is responsible for providing strategic and financial guidance to ensure that Sands' financial commitments are met, ensuring the necessary controls, policies and procedures to support sound financial management and control are in place across the organisation. This includes ensuring that Sands' financial reserves are effectively monitored, managed and invested.

The post-holder will provide leadership and strategic direction for Sands' technology and data services, human resources, premises and facilities management functions. This will involve working collaboratively with the other Directors and across the organisation to embed Finance, HR and IT as key supportive and enabling functions

Additionally, the post-holder will support Sands in demonstrating an exemplary approach to governance, both through the role of Company Secretary and as senior staff lead on governance.

This role is key in helping more people to understand our vision of a world where fewer babies die, and when a baby does die, anyone affected receives the best possible care and support for as long as they need.

To apply:

Please submit your CV, together with a supporting statement to recruitment@sands.org.uk. Please also complete the Diversity and Equality Monitoring Form and send this with your application.

Closing date for applications: 24th April 2024

Interviews will be held in the w/c 29th April 2024

Job Description

Job Title:	Director of Finance, Data & Resources and Company Secretary
Responsible to:	Chief Executive
Responsible for:	Head of Finance, HR and Facilities Manager, Head of Technology, Data and Insight
Contract	Permanent
Salary:	£90,000 per annum plus £312 Home Worker Allowance per annum
Location:	Hybrid: working at home / London office
Hours:	35 hours per week

Key Responsibilities

- To provide strategic and financial guidance to ensure that Sands' financial commitments are met, ensuring the necessary controls, policies and procedures to support sound financial management and control are in place across the organisation.
- To ensure that Sands reserves are effectively monitored, managed and invested.
- To develop and manage Sands' technology and data services and strategy so that the organisation is better enabled to achieve its objectives.
- To provide guidance and strategic direction for HR in Sands, implementing relevant policies and programmes that promote excellent practice.
- To manage Sands' resources, premises and facilities, ensuring they support Sands in achieving its strategic objectives.
- To support Sands in demonstrating an exemplary approach to governance, both through the role of Company Secretary and as senior staff lead on governance.
- To work collaboratively with the other Directors and across the organisation to embed Finance, HR and IT as key supportive and enabling functions.
- To ensure that the teams within the directorate are structured and developed to enable them to work effectively and confidently to an excellent standard, supporting the strategic aims of Sands.

Principal tasks and responsibilities

Leadership

- Using excellent leadership skills lead the 'Finance', 'Technology, Data & Information' and 'HR & Resources' teams to achieve Sands' full potential in these areas.
- Provide thought leadership and innovation to drive the changes that Sands wants to see.
- Support the CEO in the development and implementation of organisational strategy, taking an organisational-wide view, as well as providing knowledge and expertise on relevant areas.
- Contribute to the monitoring of organisational planning and strategy, using evaluation and feedback to strive for continual improvement to ensure Sands' meets its strategic objectives.
- Contribute to the effective and efficient running of the organisation, identifying opportunities to improve and further both internal and external activity.
- Always model the culture and values of Sands through excellent leadership, supporting the culture of Sands as a learning organisation, demonstrating Sands' values and enabling the growth and development of others within the organisation.
- Motivate teams to improve performance and to aspire for personal and organisational excellence.
- Develop effective and relevant strategy and business plans, setting team objectives that will ensure delivery.
- Manage relevant staff including recruitment, supervision, objectives-setting, and performance reviews.
- Set and monitor income and expenditure budgets for Finance; Technology, Data & Information; and for HR and Resources, acting to correct under-achievement of income and /or over-expenditure.
- Lead on quality assurance in the directorate ensuring that high quality work is delivered on time and effective systems and structures are created to achieve this.
- Build a team culture that reflects Sands' values and nurtures strong co-operative working within the team and with colleagues across the organisation.
- Identify and manage risk arising from the Department activities.
- Work with all other directorates to ensure an organisation-wide approach.

Finance

- Develop and implement Sands' financial strategy, ensuring that the organisation is supported in whole-organisation strategic planning and that key financial risks are identified and mitigated.

- Review monthly management accounts to support timely, comprehensive, and transparent financial reporting which is tailored to meet the needs of different stakeholders from staff through to the Board, providing a 'compass' for sound and robust decisions to be made.
- Develop annual budgets with the Senior Leadership Group and Senior Line Managers, ensuring that financial targets are met, and financial and statutory regulations are complied with. Provide financial advice and guidance where needed which promotes understanding and ownership of budgets and enables objectives to be met.
- Provide in-year financial forecasts.
- Be responsible for the preparation of Sands' financial accounts to ensure that these are presented accurately and on time; liaising with external auditors where appropriate to ensure that all finance-related activities are carried out to the highest standards and in accordance with accepted best practice.
- Ensure that Sands complies with all agreed financial procedures, regulations and internal controls.
- Ensure all necessary processes, policies and procedures are in place and maintained, promoting effective and efficient financial management.
- Implement necessary improvements and maintain the operation and control of financial controls, standards, and systems.
- Monitor external contracts and services provided by suppliers to ensure that these are free of conflicts, operating effectively and provide the best value to Sands.
- In consultation with the Board of Trustees, develop an appropriate reserves strategy and an ethical investment strategy.
- Support funding and grant applications.
- Maintain oversight of all contractual arrangements at Sands to safeguard the charity's assets, including its intellectual property.
- Establish and manage a trading subsidiary for Sands which complies with necessary regulations, and which is in accordance with accepted best practice.
- Liaise with Investment managers in monitoring investment management performance.

Technology, Data and Insight

- Develop and implement Sands' Technology and Data Strategy to support current working and future ambitions for growth.
- Ensure that Sands has a robust and effective approach to cybersecurity, taking all possible steps to reduce the risk posed to the organisation.
- Ensure that Sands is appropriately positioned with regard to emerging technology, data and insight innovation, and is aware of changes in the landscape.
- Support introduction and embedding of new CRM system, ensuring cross-organisational buy-in and adoption.

- Ensure technological innovation to deliver commercial and operational opportunities, efficiencies and organisational value.
- Oversee all infrastructure, security, compliance and vendor relationships.
- Oversee outsourced IT services, ensuring an efficient and effective service across Sands, whilst also seeking continuous improvement and an innovative approach.

Human Resources (HR) and Facilities

- Promote and embed employee wellbeing and engagement across Sands, helping to create a culture of respect that reflects the values and strategic objectives of the organisation.
- Work with other members of the Senior Leadership Group to develop an Equality, Equity, Diversity and Inclusion Strategy which informs, improves and extends the work of Sands both internally and externally.
- Ensure that effective systems and policies are in place to support all HR aspects of Sands' work.
- Oversee all contractual relationships and ensure that the recruitment and retention process is effectively managed.
- Provide a strategic approach to relevant training and skills development across Sands.
- Work to prevent accidents and work-related ill-health by managing health and safety risks in the workplace.
- Ensure that Sands' premises and facilities offer a safe, collaborative, and welcoming environment for all, and support the principles of conservation, recycling and sustainability.

Governance and Company Secretary

- Ensure compliance with relevant legislation and with Sands' and Sands Trading Subsidiary's Articles of Association.
- Ensure regulatory and reporting requirements are met, including timely submission of statutory returns to Companies House, the Charities Commission, and the Office of the Scottish Charity Regulator.
- Assume the role of Data Protection Officer for the charity; ensuring that GDPR-compliant processes are embedded across the charity, including registration with the Information Commissioner's Office.
- Ensure a robust and effective approach to risk management and business continuity, including all relevant policies to support this approach.
- Provide support to the Board of Trustees in their governance of Sands.
- Provide a point of contact for all legal matters relating to Sands.

General

- Undertake other duties commensurate with the post as required by the Chief Executive and Board of Trustee from time to time.
- Work flexibly with other members of the team.
- Maintain confidentiality over personal information relating to staff and clients.
- Abide by all Sands Policies and Procedures.
- Undertake all mandatory training as required.
- Participate in annual appraisal and personal development review.
- The post holder must familiarise themselves with matters relating to Health & Safety management, as affecting themselves, their development, and the organisation as a whole.
- Promote the Sands' vision and values at all times.