Sands

Application Information

**Senior Network Coordinator**

**About Sands**

Sands, the stillbirth and neonatal 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 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 through our 100 Sands Groups, Helpline and online forums. 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 through our accredited bereavement care training programme and nationally recognised resources for health professionals.

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, 15 babies are stillborn or die within the first 28 days of life every day. Increasingly Sands is looking to fund high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

Find out more about our work: [www.uk-sands.org](http://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.

**About the role**

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, fundraise locally and manage their own bank account. They work within the Sands Group Constitution. Sands Groups offer support to anyone affected by the death of a baby, work closely with their local hospitals to ensure the best possible care is provided and promote awareness and the work of Sands nationally.

With over 100 Groups around the UK it is essential that we maintain good communication between the Groups and UK Sands, and provide effective support, motivation and guidance for Groups. To assist with this we have created 10 Networks, each with a Coordinator who has responsibility for a number of Groups. The Groups Team is managed by the Networks and Volunteering manager, and also consists of the Groups and Training Coordinator, Befriender training Coordinator, and the Groups Team Administrator.

Working closely with the Networks & Volunteering Manager, the new Senior Network Coordinator post will have delegated responsibility for the 7 English Networks and will contribute to our overall strategy of developing and enhancing the Network structure. In addition, the role will play a major role in development and implementation of a Volunteering Strategy to underpin service delivery in all operational areas.

This is a fixed term role for 12 months to help us assess the overall needs of the organisation and the Groups team in particular.

This is a challenging new role that will offer someone with proven staff management experience the opportunity to develop and enhance their management skills and make a real difference within the charity. Travel and weekend work will be necessary, including the occasional overnight stay.

**To apply:**

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

**Closing date: 12pm on Monday 16th May 2016**

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

**Interviews will be held at our Head Office: Victoria Charity Centre, 11 Belgrave Road, London on Thursday 19th May 2016**

**Job Description**

**Job Title:** Senior Network Coordinator

**Responsible to:** Networks and Volunteering Manager

**Responsible for:** Network Coordinators in England and other staff/volunteers as required for project work

**Location:** Sands Head Office

**Contract:** 12 month Fixed Term Contract

**Salary:**  c£30,000 per annum depending on experience, plus £3,400 per annum London Weighting Allowance

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

**Main purpose of job:**

To assist the Networks & Volunteering Manager in the day to day management of the team with specific delegated responsibility for the 7 English Networks.

This will include supporting the Networks and Volunteering Manager to develop and implement the Groups Team business plan to ensure effective management support of all aspects of the Groups’ activities.

In addition, the post will work with the Networks & Volunteering Manager (and other staff as necessary) to review and update all aspect of the charity’s volunteering policy and practice with a view to achieving formal accreditation in some areas within 18 months.

**Principal tasks and responsibilities:**

**Strategy & Monitoring**

1. Support the Networks and Volunteering Manager to develop and implement the strategy and annual objectives for the Groups Team
2. With the Networks & Volunteering Manager, review and update all aspect of the charity’s volunteering policy and practice with a view to achieving formal accreditation in some areas within 18 months.
3. Ensure England Networks work in accordance with the agreed Business and Work Plans achieving and reporting on targets as agreed.

Working with the Networks & Volunteering Manager to develop effective systems for monitoring and reporting on service outcomes and issues

**Management**

* Provide leadership, support and management for the English Network Coordinators and their key areas of responsibility:
  1. Coordinate and progress the implementation of objectives and priorities within the 3 aims of Sands
  2. Provide support, motivation and guidance to Groups
  3. Strengthen communication between UK Sands and Groups
  4. Help Groups share ideas and support each other
* Management all aspects of staff performance in accordance with Sands policy and procedures
* Deputise for the Networks & Volunteering Manager as appropriate

**Networks**

* Develop the Sands Networks to ensure there is support, motivation and advice for Groups in all aspects of their work, especially when they are setting up or there is a change in committee
* Contribute to Network Days and other related events and attending and facilitating where appropriate

**Groups**

* Develop channels of communication through the Network Coordinators to ensure that Groups have regular contact with UK Sands and are aware of and regularly updated on relevant Sands strategical, constitutional and financial issues
* Assist in the development and implementation of the volunteering policies and framework
* Work with the Finance Team to ensure that Groups provide statutory annual financial returns and a report on group activities, as well as participation in audit as required
* Provide material where needed for the Groups section of the website, Sands e-bulletin and other publications.
* Ensure the Complaints Policy is followed in respect of any concern or complaint raised about or within an English Group or a member of the Groups Team for whom you have responsibility
* Ensure new and existing policies are fully rolled-out and support staff to use these effectively in their work

**Other responsibilities**

* Participate in AGM and other events as required
* Work as part of project teams with other Sands teams as required to deliver the Business Plan aims.
* Participate in media interviews as required (subject to training)
* Develop and maintain effective relationships with relevant external organisations to promote and develop the Sands’ aims and objectives and attend external meetings as appropriate
* Undertake other duties as required by the Networks and Volunteering Manager
* 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 department and the organisation as a whole.
* Promote the Sands vision and values at all times
* Some evening/ weekend working is required
* This Job Description is not contractual and is liable to change over time

**Person Specification**

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| **Importance** | **Criteria** | **Assessment** |
| Essential | Degree level qualification/ equivalent experience | Application and interview |
| Essential | Proven track record in a management role | Application and interview |
| Essential | Experience of managing staff remotely or working in different locations | Application and interview |
| Essential | An understanding of the issues involved in managing volunteers | Application and interview |
| Essential | Excellent people and performance management skills, with the ability to develop and inspire others, and model effective management. | Application and interview |
| Essential | Experience of developing and managing front line services | Application and interview |
| Essential | Experience of implementing and monitoring budgets | Application, interview |
| Essential | Excellent time management skills with the ability to prioritise own workload, deal with conflicting demands and meet tight deadlines | Application and interview |
| Essential | Experience of developing and maintaining effective partnerships internally and externally | Application and interview |
| Essential | Experience of change management and process improvement | Application and interview |
| Essential | Ability to remain calm and demonstrate a professional manner at all times | Application and interview |
| Essential | Excellent communication, presentation and interpersonal skills, both written and oral with people at all levels | Application, interview and assessment |
| Essential | Problem solving skills | Application and interview |
| Essential | Be able to travel throughout the UK, including overnights stays where necessary | Application and interview |
| Essential | Excellent IT skills (Microsoft office, databases) | Application and interview |
| Essential | Understanding of data protection &information assurance systems and procedures |  |
| Essential | Be a collaborative and supportive team player | Application and interview |
| Essential | Demonstrate a commitment to the aims and objectives of Sands | Application and interview |
| Essential | Demonstrate an understanding of Equality and Diversity issues and ability to counter discrimination | Application and interview |
| Essential | Management qualification (or equivalent level of experience) | Application |
| Preferred | Experience of implementing, monitoring and evaluating quality assurance systems | Application and interview |
| Desirable | An understanding of maternity, health care policy and practice across the UK | Application and interview |
| Desirable | Experience of working in a bereavement support environment | Application and interview |