

Sands  
Application Information

**National Bereavement Care Pathway  
Senior Project Officer - Scotland**

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January 2019

## About Sands

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Every single day in the UK, in spite of medical advances, 15 babies are stillborn or die within the first 28 days of life.

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 through our Helpline and our 100 Groups nationwide across the 4 devolved nations.
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care by transforming the culture and practice of perinatal bereavement care through our accredited training programmes and resources.
- Promotes changes in care that could help to reduce the loss of babies' lives by funding high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

Our vision is 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 it's needed.

Sands work in Scotland is driven by our 2018/2020 Strategy, which includes our commitment to lead on the roll-out of the National Bereavement Care Pathway across the whole of Scotland.

The charity has grown its income by over 40% since 2012 and, as part of its strategic plan to 2020, is focusing on how we can make the biggest difference to improving the care and support available to bereaved parents and families, and building on our success in raising awareness of the issues relating to stillbirth and neonatal death. This is an especially exciting time at Sands as we reposition to become the leading charity in the sector.

Find out more about our work at <https://www.sands.org.uk/>

# Sands Benefits

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## **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 Service**

As part of its commitment to employee wellbeing, Sands offers independent, free and confidential counselling and information telephone service. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

## **Season ticket loan**

Subject to qualifying criteria, Sands offers interest free loans to purchase season tickets for the journey between home and work.

## **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.

## **Pension Scheme**

Subject to eligibility, you will be automatically enrolled into the Aegon 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.

## **Sands is a vibrant, growing charity!**

Sands has grown its income by over 40% since 2012 and is focusing on long term growth, sustainability and success!

With a clear strategy to 2020, 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!

## About the role

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Sands is looking for an experienced Project Manager to lead on the delivery of the National Bereavement Care Pathway (NBCP) project in Scotland. This pathway addresses the inequity of bereavement care offered to, and experienced by parents when a baby dies.

This is a high-profile and rewarding role which will involve delivering a NBCP in Scotland which is parent-centred and drives up standards of care, and supporting the delivery of other national programmes as appropriate.

With demonstrable experience of planning, delivering, managing and evaluating projects at a national level, you will be able to reach-out, engage and enthuse key stakeholders across Scotland.

You will have excellent verbal and written communication skills, including experience of drafting detailed plans, reports and briefings.

With outstanding team-working skills and a highly collaborative working style, you will ensure that the promotion of best practice in bereavement care for families is prioritised, embedded in national frameworks and rolled out across Scotland.

You will need to have good budget and time management skills, as well as the ability to identify and manage the risk and issue process.

More information on the National Bereavement Care Pathway can be found at [www.nbcpathway.org.uk](http://www.nbcpathway.org.uk) and [www.sands.org.uk/professionals/projects-improve-bereavement-care/national-bereavement-care-pathway](http://www.sands.org.uk/professionals/projects-improve-bereavement-care/national-bereavement-care-pathway)

## To apply:

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Please forward a copy of your CV, together with a supporting statement detailing how your knowledge, skills and experience meet the criteria set out in the person specification to [recruitment@sands.org.uk](mailto:recruitment@sands.org.uk) by the closing date below. Please also complete the Diversity and Equality Monitoring Form and send this with your application.

**Closing date for applications:**

**Monday 28th January 2019 at 8.30am**

**Interview Date:**

**Likely to be w/c 4<sup>th</sup> February 2019**

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held at:** Sands Scottish Network Office, Albany House, 11 Ashley Street, Glasgow G3 6DS.

## Job Description

<b>Job Title:</b>	<b>Sands National Bereavement Care Pathway Senior Project Officer - Scotland</b>
<b>Responsible to:</b>	NBCP Programme Manager
<b>Location:</b>	Sands Glasgow Office and/or home-based
<b>Contract:</b>	Fixed Term Contract until December 2020
<b>Salary:</b>	£33,668 per annum
<b>Hours:</b>	35 hours per week

### Main purpose of the job:

1. Lead the development, delivery and review of the National Bereavement Care Pathway (NBCP) partnership project and embed across Scotland to drive up standards of care.

### Principal Tasks and Responsibilities

#### *Project development, management and delivery*

- Lead delivery across the Scotland of a bereavement care pathway that is parent-centered, coordinated, flexible and drives up standards of care nationally
- Engage with bereaved parents, decision makers, influencers, commissioners, service directors and clinicians at both an operational and strategic level to ensure successful delivery of a sustainable pathway
- Build on existing NBCP materials and relevant resources developed within Scotland to produce guidance materials and tools to support delivery of the NBCP
- Management of NBCP early adopter sites, identifying and addressing emerging themes
- Coordinate delivery of the evaluation, review and reporting mechanisms for the NBCP

#### *Engagement*

- Regular engagement with professionals, parents, decision makers and influencers to facilitate organisational and cultural change
- Work with diverse, multi-disciplinary teams across health and social care organisations to plan, test, and implement new ways of working
- Support the NBCP Core Group and ensure regular communications and consultation with supporters
- Deliver workshops and events as appropriate

#### *General*

- Occasional evening/weekend working is likely
- Represent Sands to external audiences

- Work with the Communications Team to support the production of press releases, responses to media enquiries and act as a spokesperson on relevant issues
- Manage external suppliers as required
- Undertake any other tasks and responsibilities as reasonably required by the NBCP programme manager, Director of Research, Education and Policy and Chief Executive
- Liaise regularly with other Sands departments/teams and keep up to date with what they are doing, working flexibly across the organisation
- Promote the Sands vision and values at all times

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

## PERSON SPECIFICATION

<b>Importance</b>	<b>Criteria</b>
Essential	Experience of delivering, managing and evaluating national/regional projects
Essential	Experience of successfully managing project events, including facilitation of stakeholder meetings and workshops
Essential	An outstanding, 'hands on', people person with a positive, warm style, who can support and motivate people and teams to engage with projects with positive outcomes.
Essential	Experience in the use of a range of project management tools
Essential	Commitment to work flexibly and travel across Scotland (and where necessary, across the UK) to engage with potential stakeholders as required
Essential	Proven ability in establishing and maintaining high level, productive relationships with senior external stakeholders and organisations working in a collaborative and inclusive way
Essential	Ability to develop high quality resources which remain responsive to the changing needs of external stakeholders, i.e. guidance documents
Essential	Excellent verbal and written communication skills and experience of drafting well written guidance, reports and resources
Essential	Ability to identify and manage the risk and issue process
Essential	Ability to represent Sands professionally
Essential	A demonstrable commitment to Sands' aims
Essential	A self-starter with good time management skills and the ability to manage external suppliers to deliver their commitments to time and required quality
Desirable	Commitment to keep up to date with relevant research and ability to use and communicate findings
Desirable	Knowledge and experience of this area of work and of the issues relating to baby loss