



## **CHARITY PURPOSE & BACKGROUND**

Funeral link is a charity, based in Dundee, which aims to prevent funeral poverty in our community. The charity was established in November 2018 in response to needs evidenced by those who have experienced funeral poverty and our support service commenced in March 2019.

In the first 3 years Funeral Link have supported more than 350 bereaved clients with a combined total savings of over £160,000. These savings are from funeral-related benefits, charitable donations, and informed choices to reduce funeral costs.

Funeral Link aims to prevent Funeral Poverty through:

- Funeral Support - Offering informed choice, saving money for bereaved clients, and preventing debt.
- Education - Encouraging more open conversations about death, dying and bereavement.
- Wellbeing - Sustaining and improving wellbeing within our community of bereaved clients.

Say Something Dundee is a compassionate community initiative, aiming to get our community talking more comfortably about death, dying, bereavement and care. It was originally brought together under the banner of Truacanta.

Truacanta is part of the Scottish Palliative Care Partnership, funded by MacMillan Cancer Support until March 2023, to provide a community resource to support projects in five areas selected across Scotland. These projects are undertaking work to encourage the creation of more compassionate communities that are self-sustaining, responsive, and inclusive.

Our current Say Something Dundee steering group includes representation from University of Dundee, Marie Curie, a counsellor with an interest in bereavement, Dundee Volunteer and Voluntary Action, and Funeral Link. By combining our resources and reach we aim to make Dundee a more compassionate community whereby conversations about death, dying, bereavement and care are more accessible, feel easier, and have the potential to educate those in our city who would like to become more informed about these areas but might struggle to start these conversations.

Since 2020, we have run sessions aimed at helping raise awareness and encouraging our community to plan ahead. Topics of these sessions have included Anticipatory Care Planning, what to say to someone who is bereaved, Wills, Power of Attorney, Guardianship, and care home-fee myth busting.

To date these have mostly been running online on Teams or Zoom. We hope to run events in-person this year whilst also maintaining an element of the online sessions. We have used both the conversation café toolkit which originated from the Recovery Café format and also a more open information session where a presentation is provided followed by time for Q&A.

## **Say Something Dundee Development Worker – Job Description and Person Specification**

Job Title:	Say Something Dundee Development Worker
Responsible to:	Funeral Link Service Manager
Location:	Dundee and surrounding area
Hours:	16 hours per week
Contract:	Initially fixed-term contract for 12 months
Salary:	£25,968 Pro-rata
Closing Date:	12noon Monday 21 <sup>st</sup> November 2022
Interview Date:	Wed 30 <sup>th</sup> November 2022

**Funeral Link is looking for a community connected development worker to join our team and lead this compassionate communities initiative throughout communities in Dundee.**

We are seeking someone who is enthusiastic about compassionate communities and improving openness in relation to conversations about death, dying, bereavement and care throughout Dundee.

To date work progressed by the Say Something Dundee collaborative project team has included: leading the educational activities such as running online information sessions and workshops; delivering podcasts via social media; and collaborating with other organisations to host awareness raising events. Moving forward, we also aim to run face-to-face sessions.

This is an exciting opportunity to take forward and expand the work progressed so far. Your role would be to connect with other related initiatives in Dundee, produce a resource bank of information in order for communities (both localities and communities of interest) within Dundee to be able to use the 'Say Something Dundee' resources themselves in order for the project to self-sustain in the future.

With demonstrable community development work or similar project work experience, you will have strong verbal and written communication skills, with a positive, warm style and will possess an ability to share what can seem like complex information in a straightforward manner.

This role will be hosted and line managed by Funeral Link (the employer) with regular operational reporting being made to the Say Something Dundee steering group.

### **Key Relationships**

- Funeral Link Service Manager (for employer and as line manager)
- Funeral Link Support Worker (for employer)
- Say Something Dundee Steering Group
- Communities throughout Dundee
- Truacanta Project Worker

### **Principal Tasks and Responsibilities**

- Collaborating with the Say Something Dundee steering group. Create a calendar of events which will provide an annual framework of information-sharing, discussion, and celebratory events. When appropriate, these events will be aligned with, or directly support, wider initiatives such as National Day of Reflection, Demystifying Death Week, To Absent Friends week, Charity Wills month, etc.

- Build on the resource bank of information to be shared online, in person and with groups as appropriate.
- Develop and maximise the impact of the Say Something Dundee YouTube channel and interlink with other social media with the objective of this work being as inclusive as possible.
- Use the conversation café toolkit to host sessions with communities (geographic and of interest) throughout Dundee.
- Build community capacity and support for groups to run their own conversation cafés and information sessions in localities and communities of interest throughout Dundee.
- Collaborating with the SSD steering group, create and implement a Planning Ahead Toolkit making it available to others through a range of media
- Network with groups and organisations throughout the city seeking opportunities to collaborate where shared strategic and operational aims exist.
- Applying for small grants (£500) to fund events or small project work in line with the objectives of Say Something Dundee.
- Contribute to attendance at Truacanta's regular Scotland-wide networking and evaluation activities along with members of the Say Something Dundee steering group.
- Working as part of the wider Funeral Link staff team, covering for the Support Worker as required.
- Any other duties as required to fulfil the purpose of the job.

#### **PERSON SPECIFICATION**

	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Professional / Educational Qualifications</b>	Written and spoken English to Higher level or equivalent.  Educated to degree level qualification or equivalent experience.	Community development qualification.  Train the Trainer qualification
<b>Relevant work / other experience</b>	Experience of partnership working with other individuals, groups, and organisations.  Experience of working in a community setting (or equivalent.)  Experience of working for a charity or in partnership with third sector organisations.  Strategic thinker able to identify how and where the elements of this work link into other services, internally and externally.  Use of Zoom and Teams to host events.  Strong, demonstrable understanding of poverty, inequalities, and inclusivity.	Knowledge of local and national organisations involved with death, dying and bereavement.  Familiarity with communities within Dundee, both geographic and communities of interest.  Experience of volunteer management.  Experience of making small Grant applications and reporting to Funders.  Experience of using the peer support model of support.  Transferrable work experience from a similar role.

	<p>Confidence in reporting to a multi-agency steering group rather than an individual organisation.</p> <p>Experienced in use of social media to benefit reach of an organisation, group, or cause – including Facebook, Twitter, Eventbrite and YouTube.</p> <p>Experience of (or ability to learn) recording and editing videos, using simple editing tools, to share on social media</p>	
<b>Particular skills / abilities</b>	<p>Passionate about improving openness regarding conversations about death, dying, bereavement and care.</p> <p>Excellent organisational and planning skills.</p> <p>Demonstrable IT skills and competent in using all Microsoft Office products.</p> <p>Ability to set targets and work to deadlines.</p> <p>Excellent communication and presentation skills.</p> <p>Time management and ability to work independently.</p> <p>Attention to detail.</p> <p>Ability to come up with creative ideas and see them through to fruition.</p>	<p>Awareness of existing memorial opportunities in Dundee.</p> <p>Understanding of the importance of evaluation.</p> <p>Understanding of Funeral Planning.</p>
<b>Personal qualities</b>	<p>Strong interpersonal skills, particularly:</p> <ul style="list-style-type: none"> <li>• Empathy</li> <li>• Diplomacy and Tact</li> <li>• Understanding and acceptance of different communities, including religious and cultural beliefs</li> <li>• A flexible, approachable manner</li> <li>• Emotional strength to cope with other people's distress</li> </ul>	

<b>Additional job-related requirements</b>	Valid UK driving license and access to vehicle.  Able to work occasional evenings and weekends	
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