

# Sands Application Information

## **Lead Trainer (Fixed-Term until 31<sup>st</sup> March 2023)**

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August 2022

## About Sands

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Every day in the UK, 13 babies are stillborn or die shortly after birth.

Sands is the leading stillbirth and neonatal death charity and exists to reduce the number of babies dying and to support anyone affected by the death of a baby, before, during or shortly after birth.



Sands provides bereavement support services both nationally through its Freephone helpline, mobile app, online community and resources, as well as locally through a network of around 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.



Sands promotes improvements in practice and supports research to better understand the causes of baby deaths and save babies' lives.

Sands raises awareness of baby loss and works with governments, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Over the past 44 years, Sands has grown into a national charity with a powerful vision shared by dedicated volunteers, fundraisers, members, donors, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by over 40% since 2012 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](http://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

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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 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.

## Sand 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 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.

## 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 is the leading stillbirth and neonatal death charity and exists to reduce the number of babies dying and to support anyone affected by the death of a baby, before, during or shortly after birth.

An exciting opportunity has arisen for a Lead Trainer to join our Training and Education Team. This role is responsible for creating and delivering training packages for various audiences including healthcare professionals, Sands volunteers and staff. The post-holder will also support and enable Sand's Trainers to deliver high quality online and face-to-face training.

With demonstrable experience of creating a range of training and learning resources for professional and volunteer adult learners, you will be able to create a high standard of training content as well as having excellent presentation and writing skills.

An excellent all-round communicator, you will be able to develop productive working relationships with a range of stakeholders including healthcare professionals, volunteers and external organisations. Additionally, you will have quality assurance experience as well as a range of IT packages including Moodle, MS Teams, Zoom, Word and Excel.

The post-holder will need to demonstrate an excellent understanding of adult learning theory and appropriateness of digital training methods, as well an understanding of equality, diversity and inclusion issues in relation to the death of a baby.

Please note that this is a fixed-term role until 31<sup>st</sup> March 2023.

## To apply:

Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to [recruitment@sands.org.uk](mailto:recruitment@sands.org.uk). Please also complete the Diversity and Equality Monitoring Form and send this with your application.

**Closing date for applications: 4<sup>th</sup> September 2022**

**Interviews: 9<sup>th</sup> September 2022**

As we have limited staff resources, we are unable to provide candidates with feedback about their applications. **Interviews will be held online via Zoom.**

## Job Description

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<b>Job Title:</b>	<b>Lead Trainer</b>
<b>Responsible to:</b>	Head of Training and Education
<b>Location:</b>	Home based with occasional travel
<b>Contract:</b>	Fixed-term until 31 <sup>st</sup> March 2023
<b>Salary:</b>	£38,325 per annum plus £312 Home Worker Allowance per annum
<b>Hours:</b>	Full Time – 35 hours per week with occasional evening / weekend work

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### **Key Responsibilities**

1. Create, pilot and deliver training packages for Sands audiences including, professionals, staff and volunteers
2. Support and enable Sands Trainers to deliver high quality training online and at face to face workshops

### **Principal tasks**

1. *Create, pilot and deliver training packages for Sands audiences including, professionals, staff and key volunteering roles*
  - Create and pilot comprehensive training programmes for Sands volunteers and deliver training with Sands Trainers
  - Build a robust and accessible refresher training plan for Sands volunteers
  - Work with the Senior Leadership Group and HR manager to identify the training needs of Sands staff, then develop and deliver relevant training materials and events
  - With the Volunteering team and Bereavement Support Services provide continuous training opportunities for volunteers and staff
  - Work with the Training and Learning Resources Manager to create bereavement care training materials for the healthcare audience
  - Deliver training events online and face to face for healthcare professionals, workplaces, staff and volunteers
  - Consult with colleagues, volunteers and stakeholders to ensure training resources are culturally appropriate and inclusive
  - Project manage the creation on a Moodle eLearning platform, then design and build relevant eLearning modules for Sands audiences

- Work in close collaboration with subject experts, internal & external stakeholders in the creation of new learning resources to ensure materials are evidence based, relevant and in line with current practice
- Engage with Sands' design team to ensure all training resources are high quality and in line with Sands branding guidelines

## 2. *Support and enable Sands Trainers to deliver high quality training online and at face to face workshops*

- Facilitate train the trainer sessions for Sands Trainers with comprehensive trainer notes and ongoing guidance
- Regularly observe training events facilitated by Sands trainers, provide constructive feedback where appropriate and support Trainers to achieve consistency and high quality delivery
- Work with the Training and Learning Resources Manager to devise and maintain quality assurance measures for all Sands training
- Undertake regular reviews of Sands training content to ensure it remains relevant and in line with current practice

## 3. *General tasks*

- Undertake continuous learning and professional development, attend relevant training events, webinars and conferences
- Maintain an up to date knowledge of the following, which may have implications for Sands training and learning resources:
  - a) Current evidence based practice and professional guidance in the areas of maternity care, neonatal care and mental health
  - b) Key bereavement topics such as the parent experience, bereavement support, NHS investigations & reviews, communication skills, grief theory and bereavement care
  - c) Learning theory and training methods
- Undertake any other duties commensurate with the role as required by the Training and Learning Resources Manager, Director of Research, Education and Policy, Chief Executive and Board of Trustees
- Contribute to the successful delivery of Sands core aims and promote the Sands vision and values at all times
- Work flexibly with other members of staff and team, occasional evening/ weekend working is likely
- Maintain a high level of confidentiality and professional conduct
- Abide by all Sands Policies and Procedures
- Undertake all mandatory training as required
- Be familiar with matters relating to Health & Safety Management, affecting themselves, their department and the organisation as a whole

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

## Person Specification

Skills and Experience		
Importance	Criteria	Assessment
Essential	Experience of creating a range of training and learning resources for professional & volunteer adult learners	Application and interview
Essential	Experience of creating training content for online and face to face delivery	Application and interview
Essential	Working knowledge of bereavement care, bereavement support, grief and effective communication skills	Application and interview
Essential	Excellent presentation skills, including the ability to write clearly and express complex issues simply	Application and interview
Essential	Experience of collaborating with a range of stakeholders and subject experts to create learning materials	Application and interview
Essential	Quality assurance experience and the ability to support staff to achieve consistency and high quality training delivery	Application and interview
Essential	Experience of using a range of IT packages, including PowerPoint, MSTEams, Zoom, Word, Outlook and Excel	Application and interview
Essential	Experience of using social media for sharing resources and educational messages	Application and interview
Desirable	Knowledge of NHS services and evidence based clinical practice in maternity care, neonatal care and mental health	Application and interview
Desirable	Experience in the marketing and promotion of training services and learning resources	Application and interview
Desirable	Experience of producing digital learning resources (e.g. podcasts, films and animations, eLearning packages)	Application and interview
Core Competencies		
Criteria		Assessment

Essential	An understanding of and empathy with the issues surrounding the death of a baby, for health care professionals and for parents and families	Application and interview
Essential	Excellent interpersonal skills with the ability to build effective working relationships with colleagues, volunteers, professional partners and target audiences	Application and interview
Essential	Understanding of equality, diversity and inclusion and an understanding of these issues in relation to baby loss	Application and interview
Essential	Knowledge of adult learning theory and appropriateness of digital training methods	Application and interview
Essential	Ability to manage own workload, be well organised and demonstrate strong time management skills	Application and interview
Essential	Enthusiasm for continued learning and a willingness to adapt to changing circumstances	Application and interview
Essential	Commercially aware with an ability to recognise new potential training and learning opportunities	Application and interview