



# Sands Application Information

## **Project Manager**

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December 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 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.

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 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 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.

## 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.

## 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 Canada Life's WeCare wellbeing platform including 24/7 online GP, mental health counselling and financial and legal support. Additionally Staff have access to Bereavement Counselling and a Probate Helpline.

## 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

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Sands is looking to recruit a dedicated and enthusiastic person to join our organisation as a Project Manager, to enable us to deliver multiple key projects required by teams across the whole charity.

This is a key role which will help us to deliver Sands' vision, a world where fewer babies die and when a baby dies anyone affected by the death receives the best care and support for as long as they need.

The post-holder will work closely with colleagues to drive forward key projects for the development and/or improvement of training programmes and service-delivery functions to further Sands' core aims. This role will be critical in supporting our Partnerships & Philanthropy team to secure investment to meet the budget of key projects, evaluation and impact reporting.

You will be highly motivated, with a keen eye for detail and an organised approach to be able to effectively manage your workload and meet tight deadlines that must stay within budget. A high standard of written and verbal skills are essential, as you will be the main point of contact for Sands staff, volunteers and a range of external stakeholders and suppliers.

This is a rewarding role which offers a fantastic opportunity to make a real difference to the work of Sands.

## To apply:

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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 : 15<sup>th</sup> January 2023**

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

# Job Description

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<b>Job Title:</b>	Project Manager
<b>Responsible to:</b>	Head of Partnerships & Philanthropy
<b>Location:</b>	Working at home
<b>Contract:</b>	Fixed-term contract until 31 <sup>st</sup> March 2025
<b>Salary:</b>	£27,300 per annum (£45,500 FTE) plus £187 Home Worker Allowance per annum (£312 FTE)
<b>Hours:</b>	21 hours per week

## **Purpose of Job:**

As the organisation grows, so too does our ambition to deliver high impact and engaging projects across multi-disciplinary teams so that our training and our support services meet the needs of our beneficiaries. This is a new role at Sands, giving the postholder an opportunity to shape and implement project management processes using their experience and management skills.

The role requires strong business acumen to maximise income generation and commercial revenue, working directly with Sands' Partnerships & Philanthropy Team to identify budget-relieving measures, align donor-interests to project outcomes and recognise private and commercial opportunities.

The postholder will take responsibility for the planning and delivery of projects from initial concept to completion, and to manage the relevant cross departmental stakeholder relationships. They will provide crucial support to plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way.

Key projects include digitisation of Sands' functions and services, development and improvement of Sands' expert Training & Education programmes and Bereavement Support Services. Responsibilities include identifying cost savings, ensuring a coordinated approach to all new projects to reduce duplication, and improve reach to, and engagement of, beneficiaries by liaising with our Engagement Team.

This is a strategic role and will therefore work with the leadership team and project sponsors including Department leads and Finance team, as well as Heads of

Partnerships, Training & Education, and Engagement to contribute significantly to the development of their prospective strategies.

### **Main Responsibilities**

- Develop and implement project management strategy and process for Sands, including delivery of training and learning for team leaders and department heads on new processes
- Work with Senior Management Group to identify, refine and coordinate new project plans, scoping and budgeting. Improving cross-organisation coordination of new work (either improving business as usual, or new projects)
- Reporting to Senior Management Group on overview of project progress, objectives and any impact to Sands' business
- Work with Head of Partnerships and relevant colleagues to identify fundable projects, support development of income generation initiatives and maximise opportunities for commercial appeal
- Determine and define individual projects' scope, objectives, resources, prepare budget based on scope of work and resource requirements and track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan, determine work sequencing based on objectives given and take appropriate action required when project delivery deviates from the agreed plan. Establish own milestones and milestones for others.
- Report project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage and execute commercial tenders, including commercial negotiations and contracts, assigning tasks and communicating expected deliverables
- Utilise industry best practices, techniques, and standards throughout entire project execution
- Complete necessary risk assessments
- Measure project performance to identify areas for improvement
- Continuous Improvement – working with the rest of Sands to regularly review processes and identify opportunities to improve and streamline processes
- Ensure all impact reports, KPIs and measures are reported and delivered as required by stakeholders and donors

### **General**

- To undertake and support other activities/duties as required by all teams within Sands

- To work flexibly and proactively with other members of the team.
- Follow agreed processes for filing, storing and destroying paperwork.
- Ensure that all communications with supporters and donors are accurately recorded on the supporter database following Sands agreed procedures at all time.
- Maintain the security and confidentiality of individual details as required at all times.
- Maintain an up to date knowledge of current activities within Sands and be an advocate of the Sands brand at all times.
- 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.

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



# Person Specification

Importance	Criteria	Assessment
Essential	Extensive experience of project management and relevant associated tasks	Application and interview
Essential	Project Management Professional (PMP) certification or equivalent	Application and interview
Essential	Experience of working on a complex long strategic projects with multiple objectives (financial/non-financial)	Application and interview
Essential	Demonstrable experience in planning all steps in corporate relationship management	Application and interview
Essential	Demonstrates ability to facilitate collaboration with stakeholders with diverse objectives and ability to influence both internal and external stakeholders of all levels.	Application and interview
	Make decisions that constructively influence the success of the projects	
Essential	Effective verbal communication both on the telephone and in person with all stakeholders, suppliers and agencies	Application and interview
Essential	Strong IT skills including the use of basic software, and a fundraising database, strong familiarity with project management software tools, methodologies, and best practices	Application and interview
Essential	Experience of developing and maintaining positive relationships with supporters, volunteers and beneficiaries	Application and interview
Essential	Empathy with Sands' aims, and comfortable working within a bereavement environment and talking to bereaved people	Application and interview
Essential	Ability to manage income and project budgets, KPIs, forecasting and risk management	Application and interview
Essential	Ability to research using a variety of tools and techniques, analyse and interpret information	Application & interview
Essential	Maintain a high level of confidentiality regarding sensitive and confidential information	Application & interview
Desirable	Ability to line manage and develop officer roles	Application and interview
Desirable	Experience of working in a charity with a strong local group or branch structure, understanding of working within the charity sector	Application
Desirable	Ability to work occasional evenings and weekends and to undertake occasional travel throughout the UK	Application & Interview

## Core Competencies

Importance	Criteria	Assessment
Essential	Effective verbal communication both on the telephone and in person	Application and interview
Essential	Ability to cope with demanding situations, work to tight deadlines, manage multiple high priority work streams simultaneously and problem solving skills	Application and interview
Essential	Ability to solve problems creatively	Application and interview
Essential	Good interpersonal skills including team working, negotiation and leadership skills	Application and interview
Essential	Strong organisational skills, budget management and numerical analysis	Application and interview
Essential	Commercial awareness, supplier and agency management	Application and interview
Essential	Ability to monitor and maintain own standards	Application and interview