



Sands
Application Information

Project Manager

Fixed-Term Contract until March 2025

January 2023

About Sands

Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

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

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

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

As Sands 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.

We are looking for an experienced and enthusiastic Project Manager to join our ambitious Partnerships and Philanthropy team. This is a new and important role for Sands as the post-holder will lead on the delivery of a programme of work that will enhance our vital bereavement in the workplace services.

The project is funded by the Department of Health and Social Care to help small and medium-sized enterprises (SMEs) improve women's health in the workplace. Key workstreams include digitisation of Sands' functions and services, and continued development of our expert Training & Education programmes and Bereavement Support Services. This new role is the key to the success of this valuable work.

With significant experience of leading multi-organisational and cross-team projects, you will have strong business acumen in order to maximise income generation opportunities.

An excellent leader and communicator, you will be responsible for engaging with internal and external stakeholders and be able to manage multiple work streams and project milestones concurrently.

Additionally, a high standard of budget management skills is required to ensure costs are recorded accurately and expenditure claimed correctly in line with agreed deadlines.

This is a fantastic opportunity for an experienced project manager (from any sector), to make a real difference to the work of Sands.

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. Please also complete the Diversity and Equality Monitoring Form and send this with your application.

Closing date for applications : 22nd January 2023

Interview Date: w/c 30th 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

Job Title:	Project Manager
Responsible to:	Head of Partnerships & Philanthropy
Location:	Working at home with occasional travel to Head Office in London
Contract:	Fixed term contract to 31st March 2025
Salary:	£45,500 per annum plus £312 Home Worker Allowance
Hours:	Full Time – 35 Hours per Week

Key responsibilities

1. To ensure successful delivery of the Bereavement in the Workplace Project through implementing relevant and effective project management tools and processes
2. To build effective working relationships across the organisation and with volunteers and external stakeholders to plan and lead delivery of new bereavement in the workplace products and services
3. To monitor project progress against agreed KPI's and provide timely and accurate reports to senior leaders for submission to the Department of Health and Social Care

Principal Tasks

- Develop and manage a detailed programme of work, determining timescales and sequencing based on objectives; ensuring the plan is clearly and effectively communicated, and that it is achievable for the busy project team
- Build effective working relationships with colleagues across the organisation and contribute to a team culture of collaboration and respect
- Establish relevant project trackers for each workstream and implement effective project management processes
- Continually monitor key deliverables and take proactive action if the project deviates from the agreed plan
- Complete risk assessments and work with the project team to put in place mitigating actions

- Manage the budget effectively and efficiently to ensure costs are recorded accurately and expenditure claimed correctly in line with agreed deadlines
- Monitor project progress against funder KPIs and evaluation needs
- Ensure all impact reports, KPIs and measures are reported and delivered as required by the working group, senior leaders, funders and donors accurately and within agreed timescales
- Work with each project lead to support the project exit plan and sustainability needs
- Plan and lead team meetings with the project team, including agenda setting and capturing and monitoring any actions
- Continually monitor processes and performance to look for opportunities to improve and streamline processes

General

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

Skills and Experience		
Importance	Criteria	Assessment
Essential	Experience in leading cross organisational/ multi team collaborative projects	Application and interview
Essential	Experience of developing and implementing project monitoring trackers and project management processes	Application and interview
Essential	Strong budget management experience, working with funders who have fixed, detailed terms and timescales	Application and interview
Essential	Excellent leadership skills and the ability to influence internal and external stakeholders of all levels	Application and interview
Essential	Excellent communication skills and the ability to quickly build working relationships and contribute to a collaborative team culture	Application and interview
Essential	Strong commercial and business acumen to support sustainability of products and services	Application and interview
Essential	Working knowledge of project management software, tools, methodologies, and best practices	Application and interview
Essential	Experience in monitoring performance against KPIs, forecasting and risk management. Accurately and timely reporting on impact and performance	Application and interview
Desirable	Experience of working with statutory funders and managing projects with statutory funding	Application & interview
Desirable	Relevant Project Management qualification	Application & interview

Core Competencies		
Importance	Criteria	Assessment

Essential	Strong leadership with the ability to listen, reflect and continuously learn	Application and interview
Essential	Extremely organised with the ability to self motivate	Application and interview
Essential	Confident to make decisions that constructively influence the success of the project	Application and interview
Essential	Empathy with Sands' aims, and comfortable working within a bereavement charity environment	Application and interview
Essential	A proactive approach to risk management and problem solving	Application and interview
Essential	Excellent interpersonal skills with an ability to influence and collaborate with busy colleagues	Application and interview
Essential	Strong organisational skills, budget management and numerical analysis	Application and interview
Essential	Commercially aware with the ability to manage external suppliers and agencies	Application and interview