



Sands
Application Information

**Sands United Governance Project
Manager
(6 month fixed-term contract)**

December 2024

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.

We provide bereavement support services both nationally through our Freephone helpline, 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.

Working in partnership with professionals, trusts and health boards, we offer 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.

Additionally, we promote improvements in practice and support 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 46 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 Aviva 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 additional services from Legal and General including legal and financial support, a medical helpline, and a health and wellbeing platform. Additionally, Staff have access to a wide range of shopping offers and discounts, plus advice on finding and funding later life care for their loved ones or themselves.

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.

Tickets for Good

All Staff have membership of a platform which offers free and discounted tickets to a wide range of entertainment events.

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 offers support to anyone affected by the death of a baby.

Bereaved men are one of a number of priority audiences for Sands to engage, support and build relationships with. Sands United FC is a volunteer led peer support service and is born out of a clear need for fathers to be able to access support that is unique for men.. Our teams offer invaluable peer to peer support in communities and has massive potential to grow it's reach, generate income and raise awareness, as well as provide a less formalised type of support network (including fathers, siblings and other family members). Sands United has grown organically for years and now we need to strengthen the support infrastructure to better support volunteers and teams, as well as manage the governance impact of the programme.

The post-holder will provide programme management for 6 months of the SUFC Best Practice Programme. This includes being responsible for establishing clear governance and process development for SUFC, embedding good practice in both volunteer governance and peer support.

The successful applicant will have excellent project and change management skills, and ideally experience of managing governance and finance issues relating to volunteers in a sporting environment.

You will also have a thorough understanding of confidentiality, safeguarding and risk management. A well organised approach is therefore essential, along with strong time management skills.

Strong research skills are essential, to be able to identify opportunities for external relationships and partnerships or signposting to other organisations.

A high level of communication skills are required as you must be able to converse sensitively and empathetically with members of the public who may be going through current or recent traumatic experiences.

Please note that this is a 6-month fixed-term role. We are looking for somebody to start in early 2025.

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.

CVs and supporting statements should be sent as attachments to an email in either Word or PDF format. The title of the attachments should be your first name, surname and either CV or supporting statement e.g. "Name CV"

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

Closing date for applications : 10th December 2024

Interview Date: w/c 16th December 2024

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:	Sands United Governance Project Manager
Responsible to:	Head of Community & Volunteering
Location:	Home Address with occasional travel within UK
Contract:	Fixed-term contract for 6 months
Salary:	£27,000 per annum (£45,000 pro rata) plus £187 Home Worker Allowance per annum (£312 pro rata)
Hours:	21 hours per week.

Main Purpose of Job:

- To establish clear governance and process development for SUFC, embedding good practice across the offer in both volunteer governance and peer support practice
- To provide programme management for 6 months of the SU Best Practice Programme and demonstrably reduce the risk of SUFC to Sands

Key Responsibilities

- Mapping and establishing SUFC best practice and governance needs
- Mapping and process development of SUFC banking and expense needs

Through development of:

- clear frameworks around the SUFC team and individual player/manager journeys
- a strategy for growth of Sands community peer support through physical activity
- a plan for growth and proposition which enables clear asks of funders
- sustainable data collection processes and reporting which also supports funding opportunities and growth
- A vision and strategy for growth for Sands United
- managing the SU best practice programme, the project team deliverables

Whilst also:

- relieving time and pressure on Head of C&V to enable urgent UK-wide Sands community development
- working in partnership with the Sands United Community Lead to build strong relationships across the Sands United community
- co-creating with an inclusive range of SUFC members
- reducing the risk to Sands as an organisation, reflected in a lower risk register score

Ongoing professional development

- Attend regular internal team meetings, staff meetings and reflection.

- Attend relevant away days.
- Commit to any ongoing training and development of specialist knowledge relating to mental health and physical activity.
- Use video conferencing and travel as needed to attend internal and external meetings and events.
- Attend fundraising events as required.
- Any other duties as commensurate with the role.

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

Person Specification

Importance	Criteria
Essential	Demonstrate and evidence excellent project and change management skills, setting and meeting clear deadlines
Essential	Able to manage own workload, be well organised and demonstrate strong time management skills.
Essential	Able to work collaboratively and drive the change needed
Essential	Excellent verbal and written communication skills and ability to use these appropriately with bereaved men and others contacting the team.
Essential	Evidence of professionalism and boundaries
Essential	A thorough understanding of confidentiality and safeguarding relating to volunteering activity and managing risk for Sands as well as Sands' supporters.
Essential	Ability to represent professionally the views and positions of Sands clearly and distinctly from any personal opinions.
Essential	Demonstrate the ability for accurate and up-to-date record keeping.
Essential	Demonstrate strong research skills to be able to identify opportunities for external relationships/partnerships or signposting to other organisations.
Essential	Demonstrate a reliable, positive attitude towards work
Essential	Demonstrate a willingness to work well within a team.
Essential	Willing to attend meetings as required.
Essential	Willing to keep skills up to date and attend training as necessary
Desirable	A good knowledge of managing governance issues relating to volunteers, and/or in a sporting environment
Desirable	Experience of managing finance issues relating to volunteers, and/or in a sporting environment

Timeline

Months 1 & 2	Map out best practise and governance needs Address immediate needs Set expectation of feedback loop with teams
Months 3 - 5	Financial governance and change processes Journey mapping, processes established, resource-building, development with colleagues of long term growth and funding proposition.
Month 6	Finalise banking/expense governance and change Refocus on other best practise work – based on volunteer feedback Start to implement journeys and processes