



Sands
Application Information

**Technology Business Partner /
Business Analyst**

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

Sands is looking to recruit a Technology Business Partner to oversee the implementation of various high-profile and exciting technology projects. This new role is key as it will enable us to deliver our IT transformation strategy.

You will be involved in the full project lifecycle, and you will assist the Head of Department and the wider Data Team to review and document the income processing workflow/processes enabling continuous improvement.

With significant experience of managing projects in a busy organisation, additionally you will have proven experience of platform/website project management and be able to deliver complex projects to budget and on time. Experience of implementing Learning Management Solutions would be highly desirable.

A highly motivated project management professional, you will be extremely organised and be able to meet tight deadlines. A high standard of communication and relationship-building skills are essential, as you will be a key contact point for Sands staff, volunteers and a range of external stakeholders and customers. You will also need to demonstrate a high standard of problem-solving ability.

This is a high-profile rewarding role which offers a fantastic opportunity 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 : 29th January 2023

Interview Date: w/c 6th February 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:	Technology Business Partner
Responsible to:	Head of Technology, Data and Insight
Location:	Working at home
Contract:	Permanent
Salary:	£45,000 per annum plus £312 Home Worker Allowance
Hours:	Full Time – 35 Hours per Week

Purpose of Job:

The Technology Business Partner will play an important role helping enable organisational change by using your business analyst, change management and project management skills to assist with the successful delivery of technology projects.

You will be supporting the Head of Technology, Data and Insight implement the Transformation Programme by identifying and defining requirements across the organisation. You will assist with and oversee product selection, pilot, implementation and evaluation of technology solutions. You will be involved in the full project lifecycle from writing the Business Case to UAT and hand over to the business once projects have gone live.

You will assist the Head of Technology, Data and Insight and the wider Data Team to review and document the income processing workflow/processes enabling continuous improvement.

You will have the ability to understand technical requirements and dependencies. Previous experience in delivering IT projects would be advantageous.

Main Responsibilities

- Project accountability and ownership to ensure projects maintain in focus and project deliverables are actively managed. This includes effective management of scope, cost, actions, dependencies and risks to ensure delivery aligns with strategic objectives, budget and timeline.

- Working collaboratively and effectively with all stakeholders whether internal or external, provide direction on requirements, scope, timescale, cost constraints and quality expectations.
- Prepare and agree project plans with key stakeholders and management team.
- Keep project plans updated, undertaking regular gap analysis.
- Provide regular progress reports on an agreed cycle with key stakeholders and management team.
- Take responsibility for leading project meetings, agendas and minutes.
- Liaise with suppliers, developers, key stakeholders and management team to ensure manageable workloads and phased deliverables.
- Ensure solutions meet users' needs, prioritised against business goals and limiting scope creep.

General

- To work flexibly and proactively with stakeholders.
- Follow agreed processes for filing, storing and destroying paperwork.
- Maintain the security and confidentiality 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.
- Undertake all mandatory training as required and abide by all Sands Policies and Procedures.
- Participate in periodic 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.

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

Person Specification

Importance	Criteria	Assessment
Essential	Significant project management and related experience in established project methodologies (Prince2/Agile/Scum/Waterfall etc) or proven industry experience	Application and interview
Essential	Experienced in eliciting business requirements and documenting requirements	Application and interview
Essential	Proven experience of platform/website project management, delivering complex projects to budget and on time	Application and interview
Essential	Ability to think outside of the box and be agile in approach	Application and interview
Essential	Proven experience of understanding and prioritising user needs against agreed criteria	Application and interview
Essential	Make decisions that constructively influence the success of the projects	Application and interview
Essential	Excellent communication skills, using good listening skills, curiosity, empathy, tact to build positive relationships	Application and interview
Essential	Strong IT skills including the use of project management tools e.g. ClickUp	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 cope with demanding situations and work to tight deadlines	Application and interview
Essential	Maintain a high level of confidentiality regarding sensitive and confidential information	Application & interview
Desirable	Experience of working in a charity with a strong local group or branch structure, understanding of working within the charity sector	Application

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