

Sands
Application Information
Hospital Liaison Co-ordinator

June 2021

About Sands

Every day in the UK, 14 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 43 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

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 Service

As part of its commitment to employee wellbeing, Sands offers independent, free and confidential counselling and information telephone service. Support is available on a range of issues including legal, financial, emotional, health issues 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.

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!

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.

We are looking for a collaborative and enthusiastic co-ordinator to help us develop and expand our work with hospitals across the UK.

Sands wishes to develop a UK network of Sands Hospital Liaison Volunteers, to ensure that our volunteers are inducted, trained and receive regular support in their individual role. In addition, the Sands-led National Bereavement Care Pathway (NBCP) programme works to improve the quality and consistency of the care received by parents after pregnancy or baby loss. This interesting and high-profile role will also support the NBCP Lead to promote, embed and monitor standards of bereavement care as the NBCP programme is rolled out to NHS Hospitals.

You will have relevant experience of volunteer and project management, with a good working knowledge of assessment and reporting systems. Additionally, you will be a great communicator with excellent interpersonal skills able to build effective working relationships with colleagues, NHS staff and Sands volunteers.

With a highly organised approach, you will be able to demonstrate an enthusiasm for continued learning. You will also understand and empathise with the needs of bereaved parents and have an excellent understanding of diversity issues.

Significant experience of successfully managing or co-ordinating projects is essential, including the reporting, monitoring and measuring of outputs and impact.

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 : 11th July 2021

Interview Date : w/c 26th July 2021

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

Job Title:	Hospital Liaison Co-ordinator
Responsible to:	National Bereavement Care Pathway Project Lead
Location:	Home based with occasional travel
Contract:	Permanent
Salary:	£31,000 per annum plus £312 Home Worker Allowance per annum
Hours:	Full Time – 35 hours per week with occasional evening / weekend work

Key Responsibilities

1. Ensure that staff in hospitals across the UK have access a local Sands volunteer who can help them to deliver the best care and support for families affected by pregnancy and baby loss
2. Support the successful rollout of the National Bereavement Care Pathway (NBCP)
3. Ensure that Sands' work in hospitals is evidence-based, supported by UK Governments and the NHS, and embedded in national guidance.

Principle tasks

1. *Ensure that staff in hospitals across the UK have access to a local Sands volunteer who can help them to deliver the best care and support for families affected by pregnancy and baby loss:*
 - Develop a UK network of Sands Hospital Liaison Volunteers
 - Ensure that all Sands Hospital Liaison Volunteers are inducted, trained and receive regular support
 - Expand the network and recruit new volunteers so that every hospital has access to a local Hospital Liaison Volunteer, including in areas where Sands has no local group
2. *Support the successful rollout of the National Bereavement Care Pathway (NBCP):*
 - Manage the NBCP registration, self-assessment and action planning process for NHS Trusts
 - Develop mechanisms to report on the delivery of the NBCP within NHS Trusts, ensuring that the impact for bereaved parents and families is built in to reporting systems

- Help to create and commission resources and tools to support Trusts to implement the NBCP

3. *Ensure that Sands work in hospitals is evidence-based, supported by UK Governments and the NHS, and embedded in national guidance:*

- Support the NBCP Project Lead to establish bereavement care pathways for all forms of pregnancy and baby loss in Wales and Northern Ireland
- Pursue opportunities to embed the NBCP in national guidance, frameworks and professional competencies
- Ensure that information about the NBCP and Sands' role in hospitals is regularly communicated to Sands' staff and supporters
- Create engaging content and share activity via social media channels, regularly updating pages on the Sands and NBCP websites
- Attend and present at relevant conferences, workshops and meetings (on-line and in person) to represent Sands and gather information

4. *General tasks*

- Undertake any other tasks and responsibilities commensurate with the role as required by the NBCP Project Lead and Director of Research, Education and Policy
- Work collaboratively with other Sands departments/teams, keeping each other updated on progress
- Work flexibly with other members of staff and the network, which may involve occasional evening/weekend working and travel within the UK
- Promote the Sands vision and values at all times, clearly representing the views and positions of Sands distinct from any personal opinion
- 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

Person Specification

Skills/Experience		
Importance	Criteria	Assessment
1. Essential	Experience of running a volunteering programme	Application and Interview
2. Essential	Experience of successfully managing / co-ordinating projects	Application and Interview
3. Essential	Experience of evidencing project success, including reporting, monitoring and measuring of outputs and impact	Application and interview
4. Essential	Excellent verbal and written communication skills with experience of drafting reports, newsletters and digital content	Application and interview
5. Essential	Proven ability in establishing and maintaining productive relationships with a wide variety of internal and external stakeholders working in a collaborative and inclusive way	Application and interview
6. Essential	Ability to develop high quality resources which remain responsive to the changing needs of internal and external stakeholders, i.e. bereavement care pathway materials	Application and interview
7. Essential	Ability to represent Sands professionally	Application and Interview
8. Essential	Ability to collate and analyse data effectively	Application and Interview
9. Desirable	Knowledge of NHS systems and structures, including maternity, neonatal and bereavement care and the complications that can arise during pregnancy, birth and the new-born period	Application and Interview

Core Competencies		
Importance	Criteria	Assessment
10. Essential	An outstanding, 'hands on', people person with a positive, warm style, who can support and motivate people and teams to engage with projects with positive outcomes.	Application and Interview
11. Essential	Highly organised with the ability to cope with demanding situations and work to tight deadlines	Application and Interview
12. Essential	A demonstrable commitment to and empathy with Sands' aims and comfortable working within a bereavement environment	Application and Interview
13. Essential	Able to maintain a high level of confidentiality regarding sensitive and confidential information	Application and Interview
14. Essential	Able to work occasional evenings and weekends and to undertake occasional travel within the UK	Application and Interview