

Sands Application Information

TEST JOB APPLICATION

April 2019

About Sands

Every day in the UK, 15 babies are stillborn or die shortly after birth.

Sands is the leading stillbirth and neonatal death charity, which exists to support anyone affected by the death of a baby.



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 health care 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 and funds 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 40 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 the strategic plan to 2020, 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 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.

Season ticket loan

Subject to qualifying criteria, Sands offers interest free loans to purchase season tickets for the journey between home and work.

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.

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.

My Work/Life Solutions Retail Discounts Scheme

All Sands staff have access to an online portal which offers hundreds of discounted shopping vouchers from major retailers including Sainsbury's, Thomas Cook, M+S plus many others.

Sands is a vibrant, growing charity!

Sands has grown its income by over 40% since 2012 and is focusing on long term growth, sustainability and success!

With a clear strategy to 2020, 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 looking for somebody with outstanding communication skills and proven organisational ability to support the co-ordination and delivery of Baby Loss Awareness Week (BLAW). The Week takes place every October, and provides an opportunity for bereaved parents and their families across the world to remember their babies. BLAW aims to raise awareness about the issues surrounding pregnancy and baby loss and push for tangible improvements in bereavement care and support.

This is an exciting role which is essential in supporting Sands' objective of making a significant contribution to the success of the Week. It involves supporting organisation and coordination of fundraising activities, commemorative and parliamentary events as well as being the main point of contact for internal and external enquires related to BLAW.

With demonstrable experience of successfully managing projects and/or events, you will be able to communicate effectively with internal and external stakeholders. You will have experience of taking accurate minutes, drafting and updating project plans, and distributing reports and briefings.

A high level of organisational skills and great attention to detail are essential, as you will need to be able to manage several work streams simultaneously and meet deadlines under pressure.

Experience of using Word, Excel and PowerPoint is required, as well as managing web content and using social media platforms such as Tweet Deck and Hootsuite.

You will need to have a flexible approach and be able to demonstrate a commitment to the aims of Sands.

Further information on Baby Loss Awareness Week can be found at www.sands.org.uk/baby-loss-awareness-week or www.babyloss-awareness.org

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 : 25th April 2019

Interview Date: TBC

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held at:** *Victoria Charity Centre, Ground Floor, 11 Belgrave Road, London, SW1V 1RB. Telephone: 020 7436 7940*

Job Description

Job Title: Baby Loss Awareness Week (BLAW) Project Lead

Responsible to:	Engagement Manager
Location:	Sands Head Office, Victoria Charity Centre, 11 Belgrave Road, London, SW1V 1RB
Contract:	1-year fixed-term contract
Salary:	£28,140 per annum pro rata plus £3,417 London Weighting Allowance per annum pro rata
Hours:	Part Time – 21 Hours per Week

Main Purpose of Job:

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1. Support organisation, coordination and delivery of Baby Loss Awareness Week
2. Support delivery of communications and engagement
3. Support fundraising and commemorative event planning, co-ordination and delivery
4. Support Parliamentary event delivery
5. Support the Baby Loss Awareness Week alliance of charities in delivering and participating in the Week
6. Main point of contact for internal and external enquiries related Baby Loss Awareness Week

Responsibilities:

Project management

- Maintain and update the overarching project plan, highlighting dependencies, clashes and flagging RAG status to the Project Leads for each work stream.
- Organise Stakeholder Group and Working Group meetings; agree agendas with Project Leads, send out materials to attendees, book rooms and facilities and ensure these are set up for meetings, take minutes and distribute these among agreed contact lists.
- Ensure that contact lists are kept up to date to support reactive and proactive email communications
- Work with individuals and teams within Sands and with individuals at organisations supporting Baby Loss Awareness Week to ensure information about the project is up to date, accurate, and shared effectively.

Communications & Engagement

- Oversee Baby Loss Awareness Week social media channels (Facebook, Twitter and Instagram) to ensure that content is posted on regular basis and direct messages and comments are addressed.

- Work with the Sands Fundraising & Communications Team to support with PR enquiries, design, print and distribution of materials to Baby Loss Awareness Week stakeholders
- Assisting with copywriting and repurposing content for different mediums including website and social media
- Provide logistical support in organisation of Parliamentary events and displays during Baby Loss Awareness Week.

Liaison & Stewarding

- Liaise with supporters, volunteers, hospitals and micro influencers to distribute information and build relationships in order to secure their support and involvement in Baby Loss Awareness Week
- Liaise with Baby Loss Awareness Week members
- Act as point of contact to liaise with member charities regarding their merchandise needs

Fundraising and commemorative activity

- Support Pink and Blue Buildings and Landmarks initiative in terms of admin and liaison, including on-boarding new sites, researching suppliers, keeping documents up-to-date and answering any related enquiries.
- Provide admin and liaison support for regional events and displays during Baby Loss Awareness Week keeping website and social media listings up to date.

General

- Undertake any other tasks and responsibilities as reasonably required.
- 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
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Essential	Experience of successfully managing projects and/or events, including facilitation of stakeholder meetings
Essential	Ability to identify and manage the risk and issue process
Essential	Ability to manage and communicate with a significant number of stakeholders and organisations
Essential	Excellent verbal and written communication skills and experience of drafting well written papers, reports and briefings
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.
Essential	Ability to work flexibly on own initiative and have good time management skills
Essential	Able to manage several work streams simultaneously and meet deadlines under pressure
Essential	Good planning and organisational skills and great attention to detail
Essential	Experience of using a range of MS Office software (Word, Excel, PowerPoint) and other packages
Essential	Experience of managing web content (WordPress) and social media monitoring platforms (Tweet Deck and Hootsuite)
Essential	Experience of dealing with incoming PR enquiries
Essential	Ability to take minutes accurately and present information effectively
Essential	Experience of supporting an organisation and planning events
Essential	Ability to represent Sands professionally
Essential	A demonstrable commitment to Sands' aims
Essential	To work effectively with other members of the Sands team and the Baby Loss Awareness Week Alliance members
Essential	To undertake other duties as required.