



Sands
Application Information

Training Administrator

June 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 more than 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.

We promote improvements in policy and 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.

Since 1978, Sands has grown into a UK-wide charity with a powerful vision shared by dedicated supporters, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by more than double since 2019 to £7m 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.

Sands 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.

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

An exciting opportunity has arisen for an organised and proactive Administrator to join our specialist Training and Education team.

Sands' Training and Education team provide bereavement care training for professional and volunteers across the UK. This is a varied and interesting role, which helps ensure that our training is delivered to the highest standard.

This new role is responsible for providing effective and efficient administration support to the team, ensuring face-to-face workshops and online webinar training events run smoothly and maintaining accurate records of training events, participant information and evaluation data.

With demonstrable experience of providing high quality administration support, you will have excellent time and workload management skills. An excellent all-round communicator, you will be able to develop productive working relationships with a range of stakeholders including other departments, volunteers and professionals working in external organisations.

Experience of event administration or study day coordination is an advantage as is genuine interest in training and education.

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.

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".

Closing date for applications: 8th July 2024

Interviews will be held online on 17th and 18th July 2024

As we have limited staff resources, we are unable to provide candidates with feedback about their applications.

Job Description

Job Title:	Training and Education Administrator
Responsible to:	Lead Trainer
Location:	Based at Home Address
Contract:	Permanent
Salary:	£16,500 per annum (£28,875 pro rata) plus £178 Home Worker Allowance per annum (£312 pro rata)
Hours:	20 hours per week

Key Responsibilities

1. Provide effective, efficient, and professional administration support for Sands training offer
2. Ensure face-to-face workshops and online webinar training events run smoothly
3. Maintain accurate records of training events, participant information and evaluation data

Principal tasks

- Arrange face-to-face training workshops, including taking bookings, organising speakers, trainers, and venues. Ensure each party involved has the relevant information they need by agreed deadlines
- Schedule and manage online webinar training, using Zoom and MS Teams
- Using the online booking platform to send email invitations to participants and manage bookings
- Respond effectively to enquiries related to training provision
- Maintain accurate records of all enquiries and status updates
- Upload course booking details to the training platform
- Maintain up-to-date course booking information on the booking platform and training website
- Ensure purchase order and invoice requisitions are processed in line with finance team requirements
- Develop and maintain excellent working relationships with colleagues, supporters, volunteers, and health care professionals
- Capture and collation of participant evaluations and feedback
- Prepare attendee registers and capture of participant attendance
- Prepare online flyers as needed
- Maintain an inventory of training materials and supplies. Place orders for new supplies as needed.
- General administration support for the Training and Education team
- Maintain an up-to-date knowledge of Sands policy and the various training and Education materials and resources that Sands offers

General

- Undertake any other duties commensurate with the role as required by Senior Training Coordinator, Director of Research, Education and Policy, Chief Executive and Board of Trustees.
- Contribute to the successful delivery of Sands core aims and promote the Sands vision and values at all times.

- Maintain a high level of confidentiality and professional conduct.
- Abide by all Sands Policies and Procedures, including ensuring GDPR compliance for external training and learning resources.
- 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.

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

Person Specification

Skills and Experience		
Importance	Criteria	Assessment
Essential	Experience of proactively managing a busy workload.	Application and interview
Essential	Experience of providing general administration support to a team of office based and remote workers.	Application and interview
Essential	Experience of collaborative working and being part of an effective team.	Application and interview
Essential	Excellent verbal and written communication, including the ability to communicate with a range of people including health care professionals, volunteers, and external organisations.	Application and interview
Essential	An enthusiasm for continued learning and a willingness to adapt to changing circumstances.	Application and interview
Essential	Experience of using a range of IT packages, including Zoom, MS Teams, Outlook, Word, and Excel.	Application and interview
Essential	Experience of event administration or study day coordination.	Application and interview
Core Competencies		
Importance	Criteria	Assessment
Essential	Excellent interpersonal skills with the ability to build effective working relationships with colleagues, volunteers, and professional partners.	Application and interview
Essential	Excellent time management, prioritising and an ability to manage a busy workload.	Application and interview
Essential	Self-motivated with the confidence and ability to work independently and as part of the team	Application and interview
Essential	Excellent planning and organisational skills, with considerable attention to detail.	Application and interview
Essential	Collaborative and a team player with an ability to work effectively with colleagues, volunteers and professional contacts.	Application and interview
Essential	A proactive approach to problem solving.	Application and interview