



Post: Charity Coordinator

Reporting to: Charity Development Lead

Hours: 22.5 - 30 hours per week

Salary: £22k - £25k pro rata (dependent on experience)

Base: Europa House, 115 Charles Street, Milford Haven, SA73 2HW

JOB PURPOSE

Sandy Bear Children's Bereavement Charity is a new charity based in Pembrokeshire with ambitions to grow and extend our service right across Wales. We believe that every bereaved child should have access to our service and not suffer through the loss of a loved one.

Formerly part of the NHS, we are very fortunate to have an experienced team and Board of Trustees and an established service provision alongside good working relationships with other local and national organisations. Since opening our doors in mid-2018, we have received over 150 referrals.

The purpose of this role is to assist with the day to day running of the charity. The role is diverse, and the successful candidate will be flexible in their approach to work with a can-do attitude. It will require a person with energy and drive alongside excellent communication skills and problem-solving acumen.

You will be involved in charity operations, marketing, events and administration and a recognised marketing qualification and / or experience of website and social media content development would be desirable.

In addition, the role requires supporting the Charity Development Lead in the stewardship of key stakeholders including volunteers, donors, grant makers and fundraisers.

Above all the ideal candidate will be passionate about changing lives for bereaved children and young people.

The ethos of Sandy Bear Children's Bereavement Charity is:

- To provide support that encourages open communication within the family, both pre and post bereavement, and fosters resilience in bereaved children and young people
- To provide information for bereaved families about grief and help them understand some of the feelings they may experience
- To find ways of remembering the person who has died, whilst coping with the challenge of adjusting to living a changed life
- To provide families with the opportunity to meet others with similar experiences in a safe, non-threatening environment



- To provide support for those in contact with bereaved families in the course of their work

PRINCIPAL RESPONSIBILITIES

- To support the delivery of priorities identified in the Sandy Bear Charity Plan
- To be knowledgeable of all relevant policies and services of Sandy Bear
- To develop and standardise procedures and databases to ensure that we capture relevant information consistently
- Working with both the Charity Development Lead and Clinical Leads on a regular basis in administration and the standardisation of operational procedures
- Conduct research and produce relevant reports to share with Sandy Bear Team and Board
- To support profile raising and fundraising through the development, delivery and evaluation of key events
- To assist with content creation for social media platforms and website
- To assist with the stewardship of volunteers, including recruitment, recording, upkeep of record and regular contact
- Other duties of a similar level as required

GENERAL TERMS AND CONDITIONS

Equal Opportunity

All employees must comply with Sandy Bear's Equal Opportunity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client and staff records and information.

Variation

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information and may be reviewed in the light of evolving needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.



PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> Further education qualified required 	<ul style="list-style-type: none"> Specialism and / or knowledge of marketing, social media, and website development
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> Experience of working with broad range of stakeholders Strong IT skills (Microsoft Office 365 and database management) 	<ul style="list-style-type: none"> Experience of report writing for Board level Event Development, Management and Delivery experience Experience of working with voluntary services
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work alone and within a multidisciplinary team Demonstrable experience of excellent communication skills (verbal and written) and highly developed organisational skills Decision-making and problem-solving ability High level of discretion and confidentiality 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Highly motivated Relates well to children and adults Positive attitude, energy and drive Passionate about the support needs of bereaved families Ability to work under pressure 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Flexible to work evenings and weekends, and occasional overnight as required Current driving license / own vehicle 	

Job descriptions and Person Specifications are subject to change from time to time to remain in line with charity needs.