**A message from the Trustees**

Isobel Hall, Chair of Trustees

Dear Applicant,

Thank you for your interest in the Sandy Bear Children’s Bereavement Charity EO position.

Our charity provides a service which responds to the needs of children and families affected by life-limiting illness or bereavement. We first established in Pembrokeshire and are in the process of expanding into Ceredigion and Carmarthenshire. Our charity aspires to become an All-Wales provision.

Our charity is well established and highly regarded locally, we have strong working partnerships in local councils, health agencies and Welsh Government. We are also fortunate to have strong reserves, which puts us in a sustainable position to continue to deliver our service.

Our charity was registered with the Charity Commission and Companies House in 2019, whilst we are a relatively young charity, we have increased our workforce to employ six people and offer a full support service to all children and young people across Pembrokeshire. We have developed a volunteer workforce to support our delivery as well as a comprehensive in-house training programme. Due to receiving Welsh Government funding we are in the process of expanding the service into two neighbouring counties specifically focussing on children who are bereaved through suicide. This is an exciting time for us, to be able to move forwards whilst taking the time and care to deliver good quality services to meet expectations.

If you would like to discuss the position, on an informal basis in the first instance, please contact Sandra Smith at Charisma Charity Recruitment on 01962 813300.

We look forward to receiving your application.

With kind regards,

Isobel Hall

**Chair of Trustees**

**About Sandy Bear Children’s Charity**

**Why we exist**

Sandy Bear Children’s Bereavement Charity was established in 2017 following an identified need for a child bereavement service in Pembrokeshire County to support young people up to the age of 18 who have suffered, or who are likely to suffer a bereavement. We became a registered charity in 2019.​

Our charity exists to improve the life outcomes of children and young people who have been bereaved or are facing bereavement by the death of a significant person in their lives. We provide a service to toddlers, children and young people up to the age of 18 and our support includes both therapeutic, 1:1 and peer group work that can take several months.​

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Children, like adults, have a right to mourn, regardless of their age and understanding. They want to know what has happened to them to be able to make sense of it.​

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We focus on listening to the child and help them share their story in their own words, share experiences, worries and fears. We also support parents/carers to develop understanding about how children grieve and to identify ways of supporting their child. ​

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We work directly with families, professionals/multi agency such as police, teachers, and health personnel, advising how best to support children and families who are facing or have experienced bereavement. ​

We are a child bereavement specialist service, using an evidence base to inform our work. ​

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We have been fortunate to have the opportunity to represent the needs of children, young people and their families in work carried out by the Welsh Government on bereavement. We were able to be part of the workgroup that developed the National Framework for the Delivery of Bereavement Care, Welsh Government, 28th Oct 2021.

We are members of the Bereavement Care Framework across Wales and this supports our evidence-based practice.

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**What we do**

* The child or young person is central to our service, our interventions are child/young person led.
* We work collaboratively with parents and the child’s wider network, such as their school etc., to gain insight into any aspects of social or economic inequality that may impact on their grief.
* We normalise grief and enhance coping strategies which in turn builds emotional resilience.
* We aim to prevent long term emotional and physical health outcomes.
* We promote continuing bonds through the child’s story and by building memories.
* We collect both formal and informal data to inform our practice and to provide the best outcomes for our children and families.
* We provide support, advice, and information by sending books and other literature to families and professionals.
* We encourage children and families to talk to each other openly and honestly.
* We offer an assessment of individual needs that is grounded in theory, that is evidence based.
* Through our groups, we offer the opportunity to meet other children, young people and families who have experienced a bereavement and grief.

**What We Believe**

Sandy Bear Children’s Bereavement Charity exists to improve the life outcomes of children and young adults who have faced or are facing the death of a significant person in their lives.

Research shows that, without the opportunity to express and explore their grief, bereaved children and young people may be at risk of future health, social and educational difficulties and disadvantages. This is in addition to the impact of the bereavement on their emotional health and well-being.

Our team of bereavement practitioners work to enable children to adapt to their changing situation by offering them the chance to access support and information which addresses their needs and concerns. Our team includes volunteers who support the above process. We provide in house training and evaluation of our work and programmes.

**Job Description**

**Chief Executive Officer:** Permanent post

**Reporting to:** Board of Trustees

**Office location:** Europa House, Charles Street, Milford Haven. SA73 2HW

**Salary:** £40,000 for a 30-hour working week on days to be agreed. Working hours will involve occasional evenings and weekends as required by the charity

**Annual leave:** To be confirmed

**Benefits:** Sandy Bear operates a contributory pension scheme provided by NEST

**Purpose of the job**

* Work with the Board of Trustees to ensure that the Charity formulates and regularly reviews the charity’s vision, mission, and strategic plans.
* Deliver, through appropriate plans and in accordance with agreed policies and protocols, the vision, mission, and objectives of Sandy Bear.
* Ensure that Sandy Bear is well administered and meets its operational governance, therapeutic governance, and safeguarding responsibilities.
* Ensure that Sandy Bear is appropriately funded to meet its obligations and is a sustainable charity able to grow and develop.
* To heighten the charity’s impact and profile locally and regionally and nationally.

**Principal tasks**

**Leading and managing the organisation:**

* Work with the Board of Trustees to ensure that a long-term strategy is in place, which can enable the charity to achieve its objectives and meet the needs of the children, young people and families.
* Lead the implementation of the strategy, including reviewing progress and set appropriate targets.
* Support the Trustee board with a governance assurance framework, enabling the compilation of the annual reports and returns to Companies House and the Charity Commission.
* Develop operating policies to ensure programmes and activities are implemented effectively.
* In collaboration with the senior operational leads support the development of therapeutic governance policies and procedures to ensure best practice and to safeguard the reputation of the charity.
* Ensure the organisation remains responsive to the needs of children and young people and can demonstrate the value of the services provided and the impact of its work through an effective evaluation of services strategy.
* Have responsibility for day-to-day financial management of the charity, including preparation of budgets, ensuring that income is maintained, and expenditure is controlled in line with budgets and that potential risks are identified and managed.
* Define and secure the resources (human, material and financial) needed to operate effectively, and create and maintain a business contingency plan.
* Promote staff development and learning at all levels in the Charity, working with the senior operational leads to maximise and extend the skills, knowledge and development of staff, through formal and informal learning programmes.
* Ensure that Sandy Bear has the appropriate policies, procedures, systems, and processes in place and that they are being implemented.
* Ensure that all local and national safeguarding requirements are fulfilled by Sandy Bear.
* Ensure that all environmental, health and safety legal requirements are fulfilled by Sandy Bear.

**Promotion of the charity**

* Maintain effective networks with all principal supporters and stakeholders.
* Seek opportunities to expand and promote the role of the charity.
* Ensure that Sandy Bear is presented in an appropriate and professional manner to its stakeholders.
* Represent Sandy Bear in public forums and oversee written material for the charity’s own publications/promotional material.
* Represent Sandy Bear and maintain effective relationships and networks with principal supporters, partners, and stakeholders.
* Lead advocacy activities including maintaining and developing relationships with relevant statutory agencies and regulators and with other significant decision-makers.
* Represent Sandy Bear in the press and public appearances when required.

**Fundraising and income generation**

* Develop income generation strategies to maintain and enhance the level of funding from existing sources and by developing new funding streams.
* Develop and build relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.
* Recruit and provide direction and work with staff and volunteers involved in income generation activities and ensure team efforts are coordinated.

**Working with the Board of Trustees (the Board):**

* Ensure appropriate presentation and reporting on the progress of the charity and on all matters relevant to the discharge of its responsibilities, with particular attention to identified risks – safeguarding and clinical governance, financial sustainability, staffing capacity etc.
* As agreed with the Board, develop policy proposals for Board discussion and decision. Provide in a timely and appropriate manner information that will assist the Board in carrying out its responsibilities.
* Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
* As appropriate, monitor and advise on the composition of the Board, its committees and the process of self-assessment and development.
* Ensure an annual calendar of meetings of the Board and its principal sub-committees is in place.

The trustees reserve the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character of the post or level of responsibility.

Reasonable adjustments will be considered as required by the Equality Act 2010.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees, volunteers, and service users.

**Person Specification**

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| Key Area | Essential | Desirable |
| Personal attributes | Personal drive, energy, integrity, adaptability and sense of responsibility. |  |
| Ethos of the charity | Commitment to the aims and ethos of Sandy Bear and a desire to bring about positive change for children, young people and families facing and following bereavement. | Previous experience of leading a charity with similar ethos and values, providing a psychological wellbeing service.  Advocacy skills on behalf of the children and young people. |
| Education and Qualifications | Educated to at least degree level or equivalent in a relevant speciality. | Relevant qualification in business, management or leadership.  Relevant clinical or therapeutic qualification.  Clinical supervisor qualification |
| Leadership skills and experience | Strong demonstrable leadership skills and experience, including the ability to enthuse, motivate and develop a team to deliver results.  Previous experience of providing management supervision to staff.  Previous experience of the charitable or social care sector. |  |
| Fundraising | Proven track record of securing funding in a tough financial climate.  Track record in developing both restricted and unrestricted funding and income streams. | Track record of securing corporate sponsorship. |
| Financial Management | Sound financial acumen (able to set and manage budgets). |  |
| Change Management | Demonstrable experience in leading change. |  |
| Project Management | Demonstrable project management knowledge and skills. | Recognised project management qualification i.e., PRINCE 2 |
| Strategic Working | Proven ability to think strategically and to communicate the strategic vision. |  |
| Communication Skills | Excellent all round communication skills and relationship management abilities. Able to articulate and present ideas in clear coherent way both oral and written.  Evidence of published written work such as reports/articles etc. |  |
| Marketing & PR | Understanding of the importance of marketing and PR strategies. |  |
| Understanding of the voluntary and community sector | Previous experience of working in the sector. | Previous experience of volunteering in the sector. |
| IT Skills | Good IT skills: Microsoft Teams, Word, Excel, Outlook. |  |

**How to apply**

For more information, please contact Sandra Smith Charisma Charity Recruitment, info@charismarecruitment.co.uk or 01962 813300. Applications should be submitted through the Charisma website and include your CV and supporting statement.

*We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.*

**Closing date for applications:** 7th March 2023**,** however applications are being reviewed and interviews are being conducted on a rolling basis, so please apply without delay to avoid disappointment.

[info@charismarecruitment.co.uk](mailto:info@charismarecruitment.co.uk)

01962 813300 / 0207 998 8888

charismarecruitment.co.uk