|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Post** | | | | |
| Post: | Regional Development Officer  P/T 14 hours per week. Annualised hours. | | | |
| Department: | Support and Development | | | |
| Salary: | £10,551 actual (£26,378 FTE) | | Date of appointment: | TBC |
| **2. Supervisory responsibilities/position in structure** | | | | |
| Responsible to: | | Director of Services | | |
| Responsible for: | | N/A | | |
| **3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required) | | | | |
| To represent the Lullaby Trust at a regional level, as part of a team, covering the area: West Midlands, South Wales, Oxfordshire, Northants and Gloucestershire.  1. To raise and maintain awareness of sudden infant death within the region and work with professionals to spread safer sleep messages in line with the Lullaby Trust’s strategy 2. To work with professionals in promoting good practice after the sudden and unexpected death of a baby. 3. To support bereaved parents in the region through annual family days out. 4. Any other work within the region which relates to the Lullaby Trust’s strategic objectives | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Main duties** (brief description) | | | | |
| Duties/Responsibilities | | Level of responsibility: direct or indirect (D/I): | | |
| 1. **To represent the Lullaby Trust at a regional level, as part of a team, covering the area: West Midlands, South Wales, Oxfordshire, Northants, Gloucestershire & Avon.**  * To promote all aspects of the Lullaby Trust’s work within the region, working in collaboration with other organisations and professionals. * To report to the Director of Services on a monthly basis detailing work undertaken during each calendar month. * To attend the annual programme of training for the Regional Development Officers and contribute to the development of the team * To participate in training and events with colleagues in Head Office on a regular basis.  1. **To raise and maintain awareness of sudden infant death within the region and work with professionals to spread safer sleep messages in line with the Lullaby Trust’s strategy.**  * To plan, promote and deliver training to professionals on safer sleep; * To initiateand maintain contact with a wide range of healthcare and other professionals such as Surestart Children’s Centres, A&E staff, paediatricians, health visitors, midwives, police and coroner’s officers to provide information, advice and training, and encourage best practice; * To work on projects focussing on high risk groups.  1. **To work with professionals in promoting good practice after the sudden and unexpected death of a baby.**  * To build relationships with Local Safeguarding Children’s Boards, Child Death Review Panels and other professionals in order to support and influence local campaigns to reduce SIDS deaths; * To offer and deliver training to professionals working with bereaved families; * To work with CONI Co-ordinators within the region to ensure they are updated on the work of the Lullaby Trust. To attend at least one CONI regional meeting a year.  1. **To support bereaved parents in the region through annual family days out.**  * To act as the Lullaby Trust’s local contact within the region for bereaved families and befrienders; * To facilitate on-going contact by organising a Family Day once a year in region 1 and an additional day every other year in the Northern Ireland and the other counties of the region.  1. **Any other work which relates to the Lullaby Trust’s strategic objectives**   *Priorities for the year and key tasks are reviewed regularly. They are subject to updates in line with specific needs for each region, decisions made at the Lullaby Trust’s strategic reviews, and funding requirements.* | | D  D  I  D  D  D  D  D  D  I  D  D  I | | |
| **5. Requirements to carry out job** | | | | |
| Essential or desirable requirement – please indicate against each heading | | | E | D |
| Qualifications/education required: | | |  |  |
| GCSE standard  Degree/Higher Education  Qualified health practitioner or trainer | | | E | D  D |
| Competencies required: | | |  |  |
| Ability to organise own workload, including organisation on training events  Confidence to give training to professionals (full training will be given)  Ability to form and maintain sound relationships with a range of contacts  Ability to absorb large amounts of information, including some scientific research, and explain these to others (training will be given on the content)  Strong team working with the ability to think creatively  Commitment to high standards in all areas of work  The ability to deal sensitively with bereaved parents, including face to face at family days  Ability to represent The Lullaby Trust at events and functions | | | E  E  E  E  E  E  E  E |  |
| Specialist training required: | | |  |  |
| Training will be provided on safer sleep advice and bereavement support issues. | | |  |  |
| Any particular aptitude/skill required: | | |  |  |
| Excellent self-management skills, including ability to plan and prioritise own work load and work to deadlines  Knowledge of health sector, particularly support to parents with young babies  Excellent relationship builder both on phone and in person, with the ability to effectively communicate  Good working knowledge of Word, Excel, PowerPoint and Outlook | | | E  E  E | D |
| Personal characteristics required: | | |  |  |
| Self-motivator with initiative  Proactive, innovative and responsive approach  Commitment to the organisation’s strategic goal to reduce the rate of unexplained infant deaths by 2020 and to support bereaved families | | | E  E  E |  |
| **6. Special terms** | | | | |
| Working hours: | This post is offered as home working, although time in our Head Office in London will be required on a regular basis.  The post is offered with annualised hours, which can be worked flexibly within reason and with discussion with the line manager.  The post involves regular travel around the region specified, and this will include some overnight stays (estimated 10 per year) and some early starts and late finishes.  Use of a car is highly desirable.  All expenses will be paid, and a laptop is provided. | | | |
| Benefits | 25 days annual leave pro rata per annum  Eye-care vouchers and child care vouchers  Free travel loan to work after 6 months  Matched pension contributions up to 5% after 3 months  The Lullaby Trust operates a company pension scheme into which qualifying employees will be automatically enrolled after 3 months. Default contributions are by salary exchange with the employee and The Lullaby Trust each contributing 1% of salary. | | | |
| Application details |  | | | |