



Grief Facilitator (Part time)

Job Reference Code: (TNL508GF)

Grief Out Loud Project

Job Description

Hours:	22.5 hours per week. Fixed Term Contract until 31 st September 2026. Flexible to suit project requirements, including possible evening/weekend hours.
Lunch:	Half an hour unpaid lunch
Salary:	£24,170.55 per annum, pro-rata for 22.5 hours
Holidays:	29 days and statutory bank holidays, pro rata.
Location:	Staffordshire, South Cheshire, Wirral
Line manager:	Leanne Cross, Projects Manager

Overview of the Role

To provide training and awareness on issues of grief, loss and other topics for C&YP, parents and professionals working with C&YP.

To signpost professionals and parents, as well as C&YP to make referrals for counselling following the delivery of training or other community intervention.

To liaise with community groups, schools and other networks to arrange training, awareness raising, advice/guidance sessions, drop in groups and to work creatively to develop a range of other interventions that will deliver on the targets of the project.

To develop a network of community grief champions, deliver training to support their development and maintain a relationship with the champions through regular meetings and communication.

To manage his/her own diary and take responsibility for time management, and the completion of daily information on the Dove Service electronic diary and database.

To complete all project administration, including evaluation & assessment tools, case studies and client stories, to support impact measurement as appropriate to the project, in line with service requirements.

To complete appropriate case notes, ensuring details are kept securely, confidential, and are available to TDS, as and when required.

To provide information to Management, as required, and to ensure adherence to project outcomes, milestones and timescales.

Detailed Responsibilities

Training

1. To provide training/workshops to parents, carers, community workers within children's centres and/or schools, or elsewhere, as required and agreed.
2. To provide training/workshops to identified professionals and parents around issues of grief and loss & other topics, to increase awareness and work with Peer Support Groups (as required).
3. To provide training and/or workshops to C&YP through school assemblies, small groups, community settings and other networks.
4. To ensure that training programmes are specific to the needs of the audience.
5. Ensure that all evaluation forms, assessment tools and feedback, including case studies and client stories are included within monthly reports and submitted to the Projects Manager.
6. Provide monthly report of activities to the Projects Manager for inclusion in business report

Community Engagement

1. To develop relationships within communities where C&YP, parents and professionals are engaged.
2. To work in conjunction with C&YP, parents/professionals and colleagues to develop promotional literature and resources, information packs and wellbeing information appropriate to the support of C&YP.
3. To identify, train and support Community Grief Champions who will act as the point of contact within communities.
4. Maintain ethical supervision as required by TDS and BACP.
5. To adhere to the latest BACP Ethical Framework for Good Practice and to work in an ethical manner within TDS.

Other

1. Co-ordinate with, and inform, other support organisations involved within C&YP community.
2. Ensure adherence to all legislation surrounding C&YP.
3. Ensure all H&S and Safeguarding Legislation is complied with at all times.
4. The role holder must be adaptable, flexible and willing to take on new challenges as needs are identified, and as they arise, as an absolute essential requirement of the post.
5. To engage with CPD relevant to your position within this project.
6. To adhere to the policies and procedures of TDS and influence their development as appropriate and as required.
7. To proactively act as an ambassador for TDS and to be professional in all his/her activities for the organisation.
8. Carry out any other activities that may be reasonably requested by the Projects Manager, other Managers or Trustees.

April 2021