

**Job Description for**

Development Worker

March 2017



**Development Worker**

**Job Description**

**Context**

Established in 1996, Leeds Bereavement Forum is a small charity based in Leeds, which works to develop and improve bereavement services in the city.

* We signpost individuals to the most appropriate bereavement service either locally or nationally. You do not need to be referred to us, our service is free and open to all
* We provide training, information, events and conferences to people who work in the area of bereavement to support their professional development. We work in partnership with organisations across the city to improve the provision of bereavement services
* We campaign to help people talk more openly about dying, death and bereavement and to make plans for the end of life. We work in partnership with Dying Matters nationally and locally

Leeds Bereavement Forum is funded by the three Leeds Clinical Commissioning Groups. Our funding has been confirmed for the next two years from April 2017 to March 2019.

**Role Summary**

We are looking for an enthusiastic, highly motivated, flexible individual to join Leeds Bereavement Forum.

Working in partnership with the Manager and Board of Trustees, this new post of Development Worker will be responsible for developing the training provision offered by the Forum and researching new funding opportunities to take the charity forward.

**Main Duties and Responsibilities**

* Review and update the current training provision offered by Leeds Bereavement Forum
* Design and implement a training audit to identify new opportunities for Leeds Bereavement Forum and develop new training packages as appropriate with the support of our current trainers
* Engage with a wide range of partners, groups and community organisations to develop relationships with new organisations who would be interested in receiving bereavement training
* Attend meetings, as required, of Leeds Bereavement Forum Board of Trustees and working groups.
* Represent the project on relevant bodies and committees as identified by the Manager
* Research and apply for funding opportunities to develop the work of the Forum working in partnership with the Manager
* Maintain and develop our online and hard copy directory of bereavement services
* Undertake any appropriate administrative duties identified by the Manager
* Respond to telephone and email enquiries as required
* Work as a flexible member of the Team
* Participate in regular supervision
* Represent Leeds Bereavement Forum in a knowledgeable and professional manner at all times.

The Person Specification should be read with the Job Description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Leeds Bereavement Forum does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any ‘gaps’ could form areas for development in the future.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Knowledge and Skills | Articulate communicator and energising presenter  Excellent verbal and written communication skills  Good organisational skills  Self-motivated  Awareness of the significance of issues surrounding loss and bereavement  Proven ability to form good working relationships, both internally and externally with people at all levels | Knowledge of monitoring and evaluation processes in the third sector |
| Experience | Developing, designing and delivering effective training programmes  Cross sector working | Working and / or volunteering with third sector organisations  Successful track record in bid writing and partnership development  Experience of managing and updating website content |
| Approach | A self-starter who can hit the ground running; flexible, adaptable and imaginative;  Completer-finisher  Willingness to increase their skills in the area of bid writing if little previous experience.  Well-organised, good team player, problem -solving approach.  Demonstrate understanding and commitment to equal opportunities and diversity |  |

**Any other duties**

The duties and responsibilities set out above should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the organisation commensurate with the level of the role without changing the general character of the post.

**Terms and Conditions**

Permanent contract subject to funding

Salary NJC Scale: 29 £25,694 pro rata | Actual salary £10,278

Hours Part Time | 15 hours per week

Holidays 25 days per annum plus public holidays, with an additional one-day’s holiday for each year of service up to a maximum of five years

Probation period one month

Notice period four weeks

Benefits TOIL (time off in lieu) system

Contributory staff pension

Subject to receipt of two satisfactory references

Proof of eligibility to work in the UK

**Application**

To apply for this post please send your completed application and equal opportunities monitoring forms to info@lbforum.org.uk. CVs will not be accepted.

The deadline for receipt of applications is 4pm on Thursday 13 April.

Interviews for the post will be held on Wednesday 10 May.

**Equal Opportunities**

Leeds Bereavement Forum is committed to promoting equality and opportunity in its employment practices. In particular, we aim to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.