



Community Support Worker (Grief Facilitator) Grief Out Loud Project

Job Description & Person Specification

- Hours:** Part time: 22.5 hours per week.
Fixed Term Contract until September 2026.
Flexible to suit service requirements (evenings or occasional weekend working).
- Salary:** £25,398.00 per annum, pro rata (£15,238.80)
- Benefits:** Contributory pension scheme.
- Lunch:** Half an hour unpaid lunch
- Holidays:** 29 days / annum including up to 4 days / annum non-discretionary Christmas and New Year (pro rata)
- Location:** Staffordshire region but flexibility covering all areas of the project including Cheshire and the Wirral.

Line manager: Clinical Manager

Job Purpose

As a member of the team you will be expected to understand and practice the values of the organisation: providing appropriate levels of support to your colleagues; working professionally in all areas; being innovative in your approach across the organisation; being respectful of others; empowering others; and behaving with integrity at all times.

You will be part of a team that values equality, inclusion, and diversity, and which always seeks to improve on our previous best, always looking for opportunities to promote the work of the Dove Service (TDS) and having an open mind in the development of new ideas and services.

You will be part of the Grief Out Loud Team where by you will be making connections within the community to empower people to recognise and understand grief when it arises, as well as increase community resilience to grief, to give professionals, parents/carers and children and young people (C&YP) the awareness and tools to recognise 'normal' grief, and to give people the skills to identify when more specialist support is needed.

You will raise awareness on issues of grief, loss and other topics for (C&YP) by liaising with community groups; schools and other networks to arrange training, advice/guidance sessions, drop in/support groups, to work creatively to develop a range of other interventions that will deliver on the targets of the project.

You will provide training and awareness on issues of grief, loss and other topics for children and young people (C&YP), parents and professionals working with C&YP.

Person Specification

To apply for this role it is essential that you:

- Have GCSEs (or equivalent) in English and Maths (Grades A*-C)
- Have 2 A-levels (or equivalent)
- Have experience of working with C&YP.
- Have considerable experience of delivering training/workshops and group work to diverse audiences.
- Have experience of delivering interventions in localities, networking, and building relationships.
- Have excellent working knowledge of statutory initiatives, ethical practice, and legislation that impact on C&YP such as , Every Child Matters and the Children Act (2004) and Working together to Safeguard Children (2013) etc.
- Have working knowledge of theories relating to grief, bereavement and loss and its impact, specifically relating to C&YP.
- Have working knowledge of MS Word, Powerpoint, Excel, Teams and Zoom.
- Have the ability to produce Powerpoint presentations, workshops and develop training programmes suitable for audiences needs and ability.
- Have the ability to provide support and train Community Grief Champions who wish to participate in the project.
- Have experience of working in partnership with other professionals and organisations.
- Are able to collate appropriate information to support the evaluation of the overall project and reporting to commissioners.
- Are a good communicator and work well as part of a team as well as independently.
- Have a professional attitude and will be committed to being an ambassador of the Dove Service and to promote TDS aims and objectives in all your work.
- Are able to work flexibly to meet the needs of C&YP, parents/carers, professionals, the project and TDS.
- Are open to change and new challenges, adaptable, and prepared to explore new ways of working.
- Are able to work on your own initiative and manage your time effectively.
- Are a team player.
- Are able to identify and gather required statistics and to communicate these effectively to management.

- Hold a clean enhanced DBS check (this will be undertaken at recruitment and repeated every 3 years).
- Hold a valid driving licence, own your own car and are willing to travel to deliver training/workshops.

Responsibilities include (but are not limited to):

- Having a training delivery qualification e.g. L3 AEL or equivalent.
- To have experience in project co-ordination, and of lone working in localities/communities/ C&YP settings.
- To liaise with community settings to ensure appropriate rooms are booked for the delivery of interventions and that all risk assessments and associated paperwork is up to date and filed at TDS.
- To have experience of delivering training and other interventions via video platforms.
- Knowledge and experience of developing and maintaining groups
- To have experience of appropriate liaison, supporting and networking with other professionals.
- Ability to work with C&YP to facilitate C&YP led advisory groups for consultation and service evaluation and develop promotional material relevant to the outcomes of the project.
- Work within and adhere to individual targets, project outcomes, milestones and timescales.
- Provide information as required by the project to your manager to ensure adherence to project outcomes, milestones and timescales.
- Provide information as required by the project to promote the positive impact of interventions, including but not limited to statistics, client stories and case studies.
- Good administration skills including the ability to develop resources, and write reports accurately and on-time.

Other

1. Ensure all legislation including health & safety and safeguarding is complied with at all times, particularly that relating to C&YP.
2. Pursue relevant continuing professional development to keep skills up-to-date.
3. Adhere to the policies and procedures of TDS, including our Equality, Diversity and Inclusion policy.
4. Act as an Ambassador for TDS and to be professional in all activities for the organisation.
5. Carry out any other activities that may be reasonably requested by the CEO, other Managers or Trustees.
6. Be adaptable, flexible and willing to take on new challenges as needs are identified, and as they arise, as an absolutely essential requirement of the post.