

October 2023

Bereavement Service Project Worker – NEST programme (Wiltshire)

Job Description and Person Specification

Job Title: Bereavement Service Project Worker – NEST programme

Duration: 12-month contract

Hours: 18 Wednesday evenings, in 3 blocks of 6 across the year.
Total of 54 hours per annum, plus 3hours supervision. More information below.

Location: Trowbridge area

Salary: £11.90 - £12.37 depending on experience

Reporting to: Service Director

Wiltshire Treehouse is a small but fast-growing charity based in Swindon. We support bereaved children and young people across Swindon and Wiltshire through a range of services, including a programme for young people called NEST.

NEST uses creative activities to help young people to express their grief and to explore coping strategies. It also allows them to connect with other bereaved young people. We require someone with experience of supporting young people with their emotional needs, someone is motivated and compassionate. Training can be given.

Role Description:

This role involves working alongside our paid team and service volunteers to deliver high quality bereavement support to children, young people and their families.

The role will involve delivery of our NEST group work programme which is for young people in school years 6 – 11. Each programme takes place on 6 Wednesday evenings (6-9pm), and there will be 3 programmes per year (early year, mid year and later in the year).

The successful candidate will run NEST alongside other bereavement staff, and our volunteers.

Dates are pre-set so the candidate will know in advance when the programmes will be. Programmes are run during term time only.

The candidate will also be required to attend 1hr of supervision per programme (3hrs per annum – dates/times flexible).

On occasion you may also be required to make welfare/safeguarding calls to our families and relevant professionals (e.g. MASH). These calls may need to take place outside of the programme times, and you would be paid extra for this.

Delivery of the programme will take place in community venues in the Trowbridge area.

This role is within a small team which consists of paid staff, volunteers and trustees all of whom are passionate about the work we do.

This is an exciting opportunity within an expanding charity. The successful candidate will have experience of working with young people, and have a deep empathy for the objectives of the charity.

An enhanced DBS check will be carried out on the successful candidate, at the expense of the charity.

Key Responsibilities

- To deliver our NEST bereavement programme
- To liaise with parents/carers as appropriate
- To promote and develop existing services
- To work within national and local Treehouse guidelines and policies ensuring that practice is standardised, ethical and safe for families, staff and volunteers. This includes child protection, complaints and grievance procedures
- To develop, establish and promote Treehouse’s services as a source of advice and support for families and professionals across Swindon and Wiltshire
- To liaise with agencies external to Treehouse as appropriate, sharing expertise, information, skills and resources effectively, ensuring the widest possible area of need is met
- To participate in supervision
- To maintain and improve own professional competence and accountability

Key Working Relationships

- Children, young people and their families
- Treehouse Trustees
- Treehouse Volunteers
- Treehouse colleagues
- Referral agencies, especially statutory service providers in health and education

Person Specification

Requirements	Essential	Desirable
EDUCATION, TRAINING AND DEVELOPMENT		<ul style="list-style-type: none">• Relevant bereavement training• Recognised health, education, social care,

		youth work or counselling qualification
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people • Up to date knowledge of legislation such as safeguarding and data protection • Experience of providing emotional support to children • Experience of working with children in a group setting 	<ul style="list-style-type: none"> • Experience of supporting bereaved children and young people • Experience of liaison and networking with schools and other professionals • Experience of working alongside volunteers • A knowledge of local support services available for children and families
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work alone and within a multidisciplinary team • Excellent communication skills • Computer skills • Record keeping • Reflective practitioner • Group work facilitation 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Motivated • Self-disciplined • Positive attitude, energy and drive • Relates well to children and adults • Able to think in innovative and creative ways • Passionate about the support needs of bereaved families • Sensitive and empathetic communicator • Ability to work under pressure 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Current valid UK driving licence with car available for work purposes • Able to manage workload flexibly 	

GENERAL TERMS AND CONDITIONS

Equal Opportunity

All employees must comply with Treehouse Operational Policy "Equal Opportunity" section and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability, or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client and staff records and information.

Variation

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information and may be reviewed in the light of evolving needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.