

## Job Description

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### Community Based Bereavement Support Worker

**Purpose:** To provide support for bereaved children, young people and their families (the service users)

**Hours of work:** part time (18 hours per week)

**Responsible to:** the Delivery Team Leader – counselling and support

**Location:** This is a remote working position and will require travel

#### General Duties and Responsibilities

1. To work as part of a team delivering the aims and objectives of Guy's Gift.
2. Undertake assessment of need for children and young people as required.
3. To provide individual support for children, young people and families appropriate to their needs as identified by the team, which may include; 1 to 1 support, counselling, advice and guidance and other methods both online and in-person.
4. To support the delivery of group sessions and activity days/weekends. These activities may fall outside of your normal geographical area of work.
5. To visit children and young people in the community. This may be in the home, school or other agreed safe place.
6. To create and share resources and materials.
7. To support self-help programmes for families, schools and other care providers.
8. To support the Guy's Gift volunteer team.
9. To assist with the delivery of training.
10. To attend regular team liaison meetings, by phone/electronic means and in-person as dictated by the prevailing conditions.
11. To promote Guy's Gift and its aims in the community.
12. To carry out duties in line with Guy's Gift policy and operating procedures.
13. Must uphold Guy's Gift policies and procedures around child protection and safeguarding.
14. Must maintain and safely store appropriate records and case notes, in adherence with Guy's Gift policy, procedure, operating manual and the Data Protection Act 2018 and GDPR regulations.

15. Must promote Guy's Gift policies regarding diversity and equal opportunity.

16. Be committed to continual personal and professional development.

**Hours of work:** Full time hours are 18 hours per week, 09:30 – 15:30 Tuesday to Thursday.

The nature of the work is flexible and will require a commitment to *some* evening and weekend work.

**Salary:** The salary range for the part-time position is £12,200-£13,200 pa and subject initially to a 12-month fixed term contract from the date of employment.

**Travel:** The post holder will be required to work in a wide range of geographic locations, however will undertake the majority of work in one localised area. The localised area may change dependent on need. Approved travelling expenses incurred in exercising the duties of the post will be reimbursed.

**Holidays:** The holiday entitlement for the part time position is 12.5 days, as well as Public Holidays. Holidays must be agreed in advance with the Delivery Team Leader.

Guy's Gift Terms and Conditions of Employment including Grievance and Disciplinary Procedures will apply.

**Monitoring and Evaluation:** The Guy's Gift staff development policy will apply to this post and will include: -

1. Induction
2. Training
3. Managerial supervision
4. Clinical supervision
5. Support and appraisal during the 3-month probationary period

This role can be applied for by completing the Guy's Gift application form. *A CV and covering letter alone will not be accepted.* This can be sent either by:

- emailing us at [info@guysgift.co.uk](mailto:info@guysgift.co.uk) clearly marking the job you are applying for in the email subject
- posting your application. Please address this to:

Lisbeth Bakewell - Operations Manager  
Guy's Gift  
Chandos Business Centre  
87 Warwick Street  
Leamington Spa  
CV32 4RJ



**The closing date for applications is Thursday 18<sup>th</sup> April 2024.**

Applications must be received by 16:30 on the closing date.