

# East Anglia Children's Hospices - EACH

## Job Description



**Job Title:** Groups and Events Coordinator

**Responsible to:** Locality Wellbeing Lead

**Directorate:** Care

### Job Summary:

Co-ordinate the planning and delivery of groups, events and activities to meet the psychosocial identified needs of babies, children, young people and their family members. This takes place both in the hospice and in the community, in line with organisational goals and objectives.

### Responsibilities:

- Co-ordinate as appropriate, the delivery of groups, events and activities to meet the identified needs of babies, children, young people and their families, including those who are bereaved
- Co-ordinate a team of identified staff and volunteers in the planning and delivery of the groups and events, leading on the delivery of social events and activities when required.
- Undertake timely and comprehensive risk assessments for groups and events, identifying potential risks to the Locality Leadership Team, contingency plans for unforeseen circumstances or emergencies. Know who the manager on call is and how to contact them if it is an out of hours event.
- Collaborate with the Groups and Events Co-ordinators from the other two hospices, ensuring consistency of approach, systems and processes. Partnering for planning of tri-site events and offers throughout the year.
- Work with the wellbeing team to understand feedback from children and families to plan and prioritise events ensuring an inclusive offer.
- Collate data from evaluations of the impact and outcomes of the groups and events to ensure an evidence informed approach is used to meet service user needs and service priorities.
- Liaise with the Locality Leadership Teams regarding planning resources including budget and availability of staff.

- Keep up to date with national and local external resources and signposting where appropriate to enable families to access their own community network of support.
- Participate in internal multi-disciplinary team meetings as required.
- Maintain care records using the SystmOne electronic care records system and other EACH care data recording systems, for example EXCEL spreadsheets.
- Work alongside the Locality Wellbeing Leads to ensure the quality of external providers.

## General requirements:

- Maintain confidentiality in all areas of work at EACH.
- Ensure that your conduct within and outside EACH does not conflict with organisational expectations and values as below.
- Actively support and promote EACH and all its policies.
- Promote the safeguarding and welfare of children, young people and vulnerable adults
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure the respect, dignity and rights to privacy of children, young people and their families as far as possible.
- Act as a representative of EACH by championing our mission and values and supporting an inclusive and respectful working environment for all.
- The role of volunteers is integral with the work of EACH, and employees are required to underpin this in their attitude and actions.

## EACH - Values

### Empathy, understanding and inclusion

Understanding the views and feelings of others is central to our work relationships and how we interact daily. We actively encourage unique perspectives, backgrounds, and experiences of others, fostering an environment where all voices feel valued.

### Commitment to quality

We consistently employ our best efforts and strive for the highest standards in everything that we do, always looking for ways to improve.

### Open, respectful and accountable

We operate in an honest, respectful and collaborative way, encourage open constructive feedback and celebrate diverse viewpoints. We are mindful of the power of our words, actions and biases, and hold ourselves accountable to ensure a safe and inclusive environment for everyone.

### Make it happen

We are empowered to take responsibility for getting things done.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

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## Person Specification



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	Essential	Desirable
<b>Knowledge/ Training</b>	<ul style="list-style-type: none"> <li>NVQ, BTEC or CACHE at level 3, in children's Health and Social Care, or Care Learning and Development, or equivalent relevant experience.</li> <li>Understanding of child protection policies and procedures and the importance of safeguarding children, young people and vulnerable adults.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of legislation, national and local policies and professional developments relating to children's palliative care.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of planning and providing groups and events.</li> <li>Experience of co-ordinating a team of staff and volunteers.</li> <li>Minimum of 2 years' experience of working with babies, children, young people and their families.</li> <li>Experience of working as a member of a multi-disciplinary team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children and young people with learning disabilities.</li> <li>Experience of working with children, young people and their families in a palliative setting and in bereavement or other settings where service users are navigating emotionally challenging situations.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Highly organised with ability to plan events and co-ordinate others to set deadlines.</li> <li>Ability to prioritise need and workload and manage own time</li> <li>Ability to show initiative, problem solve and find solutions.</li> <li>Ability to work flexibly and adapt to the changing work environment and needs of service users.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work within a palliative care environment.</li> <li>• Ability to risk assess and advise and guide others.</li> <li>• Good English language skills and IT skills including use of Microsoft 365 package (Word, Teams, Excel, Outlook).</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly across 7 days when needed including some evenings.</li> <li>• Current full, valid driving licence with own transport and be able to travel to locations across the EACH catchment area.</li> </ul>	