

POSITION DESCRIPTION	
<b>Job Title:</b>	State Coordinator
<b>Contract:</b>	Until October 2020 (subject to funding)
<b>Location:</b>	Regions
<b>Reporting to:</b>	National Manager Community Engagement
<b>Supervises:</b>	Regional Team
<b>Conditions of Service:</b>	Police Check, Referee Check.

ORGANISATION
<p>Sands Australia has a long and rich history, providing support to bereaved families following miscarriage, stillbirth and newborn death for forty years. Our goal is to ensure that no bereaved parent feels alone after the death of a baby by providing trusted information and emotional support for bereaved parents by bereaved parents. We therefore focus on the following activities:</p> <ul style="list-style-type: none"> <li>• <b>Support:</b> Ensuring no parent feels alone following the death of their baby. Our intention is to deliver on this goal using models of peer support, where people with a lived experience support those who are going through difficult times currently.</li> <li>• <b>Improving Care:</b> Constantly discussing and seeking better ways to support and care for grieving parents.</li> <li>• <b>Education:</b> Providing education and insights for grieving parents, healthcare professionals and the general public on the causes of infant death and how to comfort the bereaved.</li> <li>• <b>Awareness:</b> Letting the Australian population know that Sands exists and can support grieving parents following the death of a baby. To create a safe and caring community of people with an experience of bereavement and a wider community who understand the impact this has and can support those going through it.</li> </ul> <p>Sands operates across all states and territories in Australia.</p>

PURPOSE OF ROLE
<p>The State Coordinator supports operations in line with Sands business objectives and priorities within a particular state or agreed area.</p> <p>This includes developing and supporting our community fundraisers, establishing events and opportunities for our community to get together informally and delivering key events such as our Walks to Remember and other memorial services. In essence the role is to create a sense of community and encourage its members to volunteer their time to help further the organisations' mission and vision.</p>

KEY RELATIONSHIPS AND REPORTING STRUCTURES
<p>The State Coordinator reports directly to the National Manager Community Engagement but will work closely with all other National Managers to fulfil their role.</p>

## KEY RESPONSIBILITIES

### Leadership

- Assist the National Manager Community Engagement by constantly undertaking analysis of the internal and external environment that affects Sands locally and identifying future quality improvement, new partnerships and organisational growth opportunities.

### Community Engagement

- Responsible for the end to end co-ordination and delivery of engagement and activation activities with community groups, school groups and the general public.
- Responsible for the implementation of a calendar of activity which engages our volunteers and those who have used the service in a way that keeps them connected.
- Respond to the local needs of bereaved parents if required

### Events and fundraising

- Responsible for coordinating the delivery of regional events.
- Identify new event opportunities and build proposals in line with Sands objectives and operational capability.
- Work closely with all Sands departments that will be involved in the event from planning through to event day to ensure that event requirements can be met.
- Effectively coordinate each event occasion, safely, within budget and to achieve the stated purpose.
- Ensure that all required licences, permits and any other legal requirements/authorisations are obtained prior to any event.
- Support fundraisers with the delivery of their fundraising activities.
- Represent Sands on all Regional Fundraising matters for individual volunteers and for groups and associations, providing them with the resources and recognition.

### Services

- Identify key locations for peer support meetings based on need.
- Ensure Group Facilitators have required supplies (stats sheets, magazines, bags, candles, brochures).
- Support new Group Facilitators with the setting up of new groups, including identifying a suitable venue and promotion of the group.
- Collect and collate statistics for support group meetings.

### General Duties

- Participate in regular meetings with others, including the National Manager Community Engagement to review progress and provide/receive feedback.
- Ensures that dealings with staff, volunteers and others are undertaken in a manner which supports and promotes the organisation's Values.
- Comply with the Code of Conduct, OHS, Bullying and Harassment; and other organisational and HR Policy and Procedures.
- Use Sands resources efficiently, minimizing cost and wastage.
- Promote and contribute to workplace cohesion, harmony and productivity.
- Active participation in protecting the health and safety of self and colleagues.
- Promote and contribute to a safe, secure environment for staff, volunteers and visitors.

## KEY SELECTION CRITERIA

### Essential

- Highly developed interpersonal skills appropriate to establishing and maintaining effective working relationships with parents, volunteers, members and the wider community.
- Strong written/verbal communication and presentation skills, including the use of digital technologies and computer programs.
- Good project management skills
- A high level of energy, enthusiasm and flexibility, along with a commitment to team work and a willingness to learn about Sands.
- Ability to understand the complex journey grieving parents undertake when they experience the death of a baby.

### Desirable

- A lived experience of the loss of a baby.