



Supporting children,  
young people and families

## **JOB DESCRIPTION**

**POSITION: DRAGONFLIES MANAGER**

**ACCOUNTABLE TO: SENIOR MANAGER**

### **Overall purpose of Post**

- To develop, manage and support the sustainability of the children, young people and families' bereavement project, Dragonflies

### **1.0 Management**

- 1.1 To supervise, appraise and support the staff engaged on the project, ensuring clear standards, plans and targets are set for staff and to monitor performance and training needs where appropriate and to establish good channels of communication
- 1.2 To recruit, train and support volunteers and placements
- 1.3 To facilitate effective team working and to ensure FSN policies and procedures are implemented at all times
- 1.4 To ensure staff cover at all times ensuring smooth running of the project for holiday/ sickness and work 'overflow' including undertaking group sessions

### **2.0 Operational**

- 2.1 To continuously develop, review and maintain quality standards, policies, practice and provision throughout the service
- 2.2 To liaise with external agencies to promote interagency working, partnership and collaboration in line with FSN's aims and objectives
- 2.3 To be responsible for reviewing, monitoring and evaluating the project and assisting in the preparation of written reports for funders, providing accurate information
- 2.4 To plan for effective resource allocation
- 2.5 To provide information and promote the service to agencies working with bereaved children and young people

- 2.6 To increase awareness of the project through social media, with literature available at appropriate venues e.g. GP surgeries, schools hospitals, hospice
- 2.7 To identify appropriate consultation/process in order to ensure service users are actively involved in project development
- 2.8 To liaise and develop referral processes with existing support services for children, young people and parents/carers
- 2.9 To keep appropriate records and undertake administration related to the project including publicity/marketing of the project
- 2.10 To develop and organise bereavement training for volunteers/staff and agencies working with children and families, including accredited assessed training
- 2.11 To deliver group work, on-line and/or telephone support where appropriate
- 2.12 To provide home visits or on-line support and undertake assessments as to the appropriateness of group work for the child/young person

### **3.0 Project Sustainability**

- 3.1 To assist to establish continuing funding for the project
- 3.2 To attend fund raising events, network events and meetings and deliver presentations building strong and lasting relationships, to create long term support and future growth for the project
- 3.3 To research and identify patrons for FSN/Dragonflies and take forward to acceptance
- 3.4 To ensure the promotion of Dragonflies Lottery to business and new sponsors and ensure the distribution of Dragonflies Lottery Appeal applications
- 3.5 To ensure the maintenance of Dragonflies Donations database and respond to donors as necessary in liaison with line management
- 3.6 Co-ordinate and maximise publicity and marketing in relation to Dragonflies and Dragonflies Lottery Appeal sourcing new subscribers
- 3.7 To recruit, encourage and support volunteers to become effective in fund raising events and activities

3.8 To provide publicity for promotional and fundraising events together with supporting those events

#### **4.0 Financial**

3.1 To assist in the compilation of annual revenue budgets for the project drawing attention to significant changes, new items and cost saving opportunities

3.2 To maximise income and manage expenditure against an agreed budget

3.3 To establish, maintain and monitor financial control systems reporting and acting to correct difficulties at an early stage

#### **4.0 Other Duties**

4.1 To be aware of and work within promoting FSN's policies at all times and report any issues of concern, especially in regard to safeguarding and health and safety

4.2 To attend supervision, training and meetings as and when required

4.3 To carry out any other reasonable duties as requested by management team

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may be varied from time to time.

This Job Description is subject to regular review.