

# Role Description – Education Liaison Development Officer

## Position in Organisation

Reports to: The CEO

Directly Manages: Volunteers

Indirectly manages: Volunteers

## Main Purpose

The Journal of grief and responses to death (2022, p67) observes *'that it can be beneficial for schools to have a 'bereavement lead, who might also be the key contact for bereaved pupils', but this does not replace the need for as many educational professionals as possible to access training'*

We feel it is our duty of care to offer bereavement training, resources and support to all educational establishments in order to provide the necessary wrap around support to our children and young people in Milton Keynes. We know, from experience, that holistic support needs to wrap around the family and schools/colleges are part of that support responsibility. As the dedicated Harry's Rainbow education liaison and development officer (ELDO) you will bridge the gap between our charity and schools, developing relationships and a training support mechanism for all educational establishments in Milton Keynes.

## Key Activities

- To maintain and deliver our bespoke bereavement training onsite for all staff
- To develop and maintain relationships and links with early years, primary, secondary and further education establishments
- Create database of information to ensure and training is regularly updated and provided
- Create and provide a bereavement resource pack for schools to include; policies, conversation templates, resources, links to other support, emergency response flow chart
- Create and maintain procedures and records
- Maintain and deliver lesson plans for all key stages in line with PSHER
- Deliver assemblies for all key stages
- Create and deliver training for a bereavement lead in every education establishment, encouraging sustainable support
- Create an online platform on the website for education access with links to resources, activities and FAQs
- Maintain relationships with external stakeholders and statutory bodies
- Work with the Family Liaison Officers to register bereaved pupils

- Develop a tool kit to work alongside pastoral leads/SEND to deliver support groups in schools
- Work with the fundraising team to secure funding for training, workshops and groups

## Person specification

- Proactive
- Creative
- Excellent relationship building, communication and presentation skills
- Able to demonstrate high standards of integrity and professionalism
- Highly organised with excellent attention to detail
- Ability to work on own initiative and with technology
- Keen to develop further skills

## Desirable experience

- Knowledge of a CRM system
- Knowledge and understanding of the Charity
- Previous Fundraising planning experience
- Previous role in Education

## Additional Information

This is a funded and temporary, project-based role.

15 hours per week

£15 per hour

1-2 years (hours may increase in year 2 depending upon success of the project)

Some work may be out of school hours due to the nature of the role