

# RUTH STRAUSS FOUNDATION

## JOB DESCRIPTION

**Job Title:** Pre-bereavement Guidance Assistant

**Salary:** Competitive

**Responsible to:** Family Support Manager

**Accountable to:** Head of Mission Services, Ruth Strauss Foundation

**Hours per week:** 25 hours per week over 5 days


**Location:** Home based







### Ruth Strauss Foundation

Early 2018, Ruth Strauss, wife of Sir Andrew Strauss the former England cricket captain, was diagnosed with an incurable lung cancer that affects non-smokers. Ruth died on 29<sup>th</sup> December 2018; she was 46 years old and mother to two children, then aged 10 and 13.

**Our Mission:** In her memory, Sir Andrew has launched The Ruth Strauss Foundation to

- To ensure that every family with a child facing the death of a parent is offered the professional emotional support they need to prepare the family for the future.
- To facilitate collaboration and influence research in the fight against non-smoking related lung cancers, so that together we find the causes sooner and improve outcomes.

OUR SPIRIT *We Are* 

				
<b>Compassionate</b>	<b>Pioneering</b>	<b>Spirited</b>	<b>Professional</b>	<b>Family First</b>
With dedication & understanding we strive to improve the lives of those affected by cancer.	We are unafraid to think and respond differently. Our aspiration is to pioneer change.	We carry Ruth's spirit in delivering our mission: with determination, grace & laughter.	We take pride in our approach; it's the little extras that make the difference.	Without compromise, family is at our heart - together we can make a difference. 

## Role overview

Our objective is to establish the Ruth Strauss Foundation as the destination for family pre-bereavement support. This role will be key in helping us to achieve our mission through delivering a new service which will offer support by preparing families with dependent children for parental death. You will support parents contacting the service through the telephone number and via email. You will provide initial information, support and signposting to other support services as well as assess the need for further emotional support, going on to book appointments with our team of Pre-bereavement Guidance Practitioners. This is a new service that will evolve and grow over time. The service will enable parents to feel supported, guided, and confident in preparing their child and the whole family parental death.

## Key relationships

- Family Support Lead
- Pre-bereavement Guidance Practitioners
- Families contacting the service
- Head of Mission Services, Ruth Strauss Foundation
- External partners and supporters

## Main Responsibilities:

- To receive calls made to the Family Support Line during operating hours,
- Respond to emails requesting further information and support,
- Provide information that will support parents to prepare their child and the whole family for parental death using service guidelines,
- Guiding and signposting to other support services for the family as appropriate,
- Assessing where parents need further emotional support and booking these appointments using our system and processes with Pre-bereavement Guidance Practitioners,
- Maintain accurate records of support provided in line with the Ruth Strauss Foundations system and processes,
- To ensure the safeguarding and confidentiality of callers and caller data is maintained,
- To participate in regular debriefing and supervision sessions provided by the Ruth Strauss Foundation,
- Work to the Ruth Strauss Foundations policies and procedures,
- Contribute to the creation of a range of pre-bereavement information and support resources which will prepare the child(ren) and whole family for parental bereavement,
- Contribute to the maintenance of directory of support services for onwards signposting,
- To maintain own professional development and learning through internal and external courses and training,
- Raise awareness of pre-bereavement needs for families where a child is facing parental bereavement and forge links with appropriate agencies and other support organisations,
- This list is not exhaustive as this is a new service, the role may evolve over time as the service grows.

**Person specification:**

Criteria	Essential	Desirable
Experience of working in information/guidance/advice giving role	X	
Experience of providing information/support/advice virtually	X	
Highly developed interpersonal skills with an ability to be at ease with the experience and consequences of anticipatory grief (pre-bereavement) and grief	X	
Excellent IT skills in being able to maintain a customer relationship database and manage electronic information	X	
Ability to keep accurate and confidential records	X	
Excellent interpersonal skills	X	
Evidence of self-motivation and ability to use initiative and to work independently	X	
Emotional maturity, stability, and resilience	X	
Ability to manage own time and to organise and prioritise tasks	X	
Ability to build relationships with people from a range of different backgrounds	X	
Commitment to work on occasional evenings or weekends <u>if</u> the service expands to these hours in the future	X	
Experience of working with parents/children/young people with incurable illnesses		X
Knowledge of services available to support families at pre-bereavement/living with terminal illness		X
Training in communications skills		X
Experience of working in the charity sector		X

**We are committed to being an inclusive workforce that fully represents many different cultures, backgrounds and viewpoints. We welcome applications that help us in our mission to be a place where you can be yourself and thrive.**

Please send your CV and covering letter to Rosie Ranganathan by 18<sup>th</sup> April 2021  
[rosie.ranganathan@ruthstraussfoundation.com](mailto:rosie.ranganathan@ruthstraussfoundation.com)

Please contact Deepa Doshi, Head of Mission Services if you would like to discuss the role further,  
[deepa.doshi@ruthstraussfoundation.com](mailto:deepa.doshi@ruthstraussfoundation.com)

Our intention is to interview shortlisted applicants virtually the week commencing 26<sup>th</sup> April 2021 with a view to appoint the successful applicant by end of May 2021, subject to availability.