**RUTH STRAUSS FOUNDATION**

**JOB DESCRIPTION**

**Job Title:** **Training Programme Lead**

**Salary:** £44,000-£47,000

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

**Accountable to:** Chief Executive Officer

 Board of the Ruth Strauss Foundation

**Hours per week:** 35 hours per week

**Location:** Home-based to begin with. Once office re-opens subject to Covid-19 restrictions there will be options to work flexibly across the week between home and office. (Office location is Lord’s Cricket Ground NW8 8QN).

**Ruth Strauss Foundation**

In early 2018, Ruth Strauss, wife of Sir Andrew Strauss the former England cricket captain, was diagnosed with incurable lung cancer that affects non-smokers.  Ruth died on 29th 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.



**Role overview**

The Foundation’s mission is to offer training on preparing children for parental death to all cancer and palliative care nurses across the UK. Going on to train the schools and education sector on supporting families where a child faces parental death. Currently, the Ruth Strauss Foundation is piloting a training programme for cancer and palliative care nurses on supporting patients that are parents, to prepare their children when the parent has cancer that cannot be cured.

Preparing children for parental death can be one of the most challenging experiences that a parent will face. Research shows that children that are prepared for the death of a parent psychologically cope better. Without help from healthcare professionals, parents can feel anxious about, and ill-prepared for, holding honest conversations with their children. Honest and open conversations enable the family to share feelings and jointly prepare for the future, with the belief that the family will get through this current time.

The Foundation has taken a co-design approach to develop the pilot training programme for cancer and palliative care nurses. The co-design group has included cancer and palliative care professionals, children’s bereavement specialists, those with lived experience of parental bereavement and academics. The Foundation has piloted the content over a one-day online training session at the start of December 2021 and we will hold two further pilot training days in February and March 2022. You can visit the training promotion on the RSF website [here](https://ruthstraussfoundation.com/support/training-programme/). The University of Surrey is independently evaluating the training programme. Training delegates in the pilot dates have been given information about participating in the research and can provide their consent to hear more information about participating in the research from the University of Surrey.

Your role will be to lead the strategic and operational delivery of the RSF training programme. Starting with supporting the pilot training in February 2022, then going on to use the early outcomes of the evaluation to design a training offer for cancer and palliative care nurses based on the evaluation recommendations. Afterwards, going on to consider the needs of the school and education system in pre-bereavement support, using a co-design approach.

**Key relationships**

* Head of Mission Services
* Family Support Advisory Group
* Trainers/facilitators
* Co-design group members
* Programme administrator

**Responsibilities**

1. To be responsible for all aspects of the RSF training programme for cancer and palliative care nurses.
2. To develop a model for the training programme delivery based on recommendations of the evaluation (draft report due May 2022 and final report in July 2022). This will include how the training will be delivered and what skills and capabilities will be required for any trainers.
3. To oversee and set a direction for the co-design group that has been developing the cancer and palliative care professionals training content, ensuring the group is facilitated independently and working closely with the facilitator in developing future meetings.
4. Achieve Continued Professional Development accreditation for the final training programme for cancer and palliative care nurses.
5. Lead the launch of the training programme from July 2022 with the first training dates available from September 2022.
6. Identify all resources needed for the training programme, including trainers, venues, materials etc. Working with the Head of Mission Services to ensure these are included in the service budget.
7. Recruit a team of trainers for cancer and palliative care training programme.
8. Create and deliver induction training for all the trainers who will go on to deliver RSF training across the UK, going on to conduct quality monitoring on the team of trainers.
9. With support from an administrator, establish administrative processes for the whole training delivery whether that be booking training places to providing CPD certificates.
10. Guide the programme co-ordinator/administrator to ensure accurate records of all delegates and training delivered are maintained.
11. Work with RSF Executive team on the branding of the training programme for cancer and palliative care nurses.
12. Working with RSF’s Head of MarComms to develop a promotion and communication plan to promote cancer and palliative care nurse training offer.
13. Lead on setting up the Community of Practice for those trained by the RSF training programme.
14. Provide leadership on how the trained workforce can continue to be engaged by RSF. Developing an ongoing range of offers for this group in addition to the Community of Practice.
15. Lead on expanding the training to other health and care roles. Having considered resource needs with the Head of Mission Services.
16. Working with RSF’s Head of Fundraising and Partnerships Manager, develop a brief training offer for RSF corporate partners on how to support families facing pre-bereavement.
17. Recruit and establish a co-design group for a school/education training programme, working closely with an independent facilitator.
18. Consider resource requirements for the school’s programme pilot and development ensuring these are in the RSF Mission budget for 2023/4 and beyond.
19. Approve all services invoices, including but not limited to invoices from the self-employed trainers, venues etc.
20. Monitor day-to-day income and expenditure relating to the service.
21. Lead on the development of service outcome and impact measures. Reviewing current interim plans and leading on the best approach to collect delegate outcomes and impact.
22. Lead and manage partnerships/commissioning of any further research in relation to the training programme for health or education sector.
23. Provide regular written reports on service outputs, outcomes, and impact for the Board of Trustees and the Family Support Advisory Group.
24. Identify and articulate the technology infrastructure service requirements to IT experts and support the implementation of any new system with expert IT input.
25. Lead on implementing any new practices or processes for the service.
26. Identify future resource needs for the continued quality delivery of the service.
27. Contribute service information to any funding applications being made by the fundraising team.
28. Build and maintain relationships with organisations and agencies providing cancer and palliative care nursing workforce development such as Health Education England, UK Oncology Nursing etc
29. Represent the Ruth Strauss Foundation at conferences, workshops, and meetings as required.
30. Participate in and support media work as required by RSF Executive Team.

**Person specification**

**essential**

* Educated to degree level or equivalent level of experience working at a senior level in learning and development.
* Extensive experience of working with cancer health and care professionals
* Significant experience of leadership in workforce development across healthcare
* Experience in developing, delivering and managing a learning programme for cancer and/or palliative care professionals
* Knowledge of the NHS, its staff, systems, culture and processes
* Experience of creating and developing new projects
* Understanding of the impact of cancer on patients and their families, and knowledge of the elements of NHS agenda in relation to cancer services
* An in-depth understanding of learning styles, ways to engage and evaluation of learning programmes
* Experience in building effective and productive relationships with a wide range of people at all levels and in all settings
* Ability to negotiate at a senior level, acting tactfully and confidently to achieve the desired results
* Excellent facilitation skills with both groups and individuals
* Teaching skills with both individuals and groups
* Excellent organisational and planning skills
* Ability to self-motivate and use initiative to work independently
* Experience of handling several projects at once, with the ability to prioritise workload and work without supervision.
* Excellent communications skills, both oral and written
* Excellent IT skills, particularly in the use of Microsoft Office, MS Teams and Zoom
* Ability to work with issues, experience and consequences of pre-bereavement or anticipatory grief
* Experience of managing a budget, budget planning and financial reporting
* Experience of leading a successful team in a previous role

**Advantageous**

* Qualification in training, teaching, facilitation, or coaching
* Masters or further post-graduate qualification
* Experience in working with self-employed facilitators
* Experience in commissioning and managing research contracts
* Formal training in programme and/or project management.
* Experience in using CRM systems
* Work experience within the NHS
* Experience of working in the charitable sector

**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.**

**The application deadline is Sunday 9th January 2022, interviews will be held on Wednesday 12th January 2022 in the afternoon via Zoom, due to Covid-19 restrictions on meeting face-to-face. You will be informed if you have been short listed for interview on Monday 10th January 2022.**

Please send your CV and covering letter to Deepa Doshi, Head of Mission Services at deepa.doshi@ruthstraussfoundation.com

Please contact Deepa Doshi, Head of Mission Services if you would like to discuss the role further deepa.doshi@ruthstraussfoundation.com or 07930 340 774