

Every life matters ...

Job Description

Charity Administrator

Nov 2022



Talking about suicide saves

Registered Charity No. 1180815

Job Description

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|--------------|-------------------------|
| Job Title: | Charity Administrator |
| Salary: | £20,500 - £24,500 FTE * |
| Hours: | 3-5 days per week ** |
| Contract: | Permanent |
| Employer: | Every Life Matters |
| Accountable: | ELM Charity manager |
| Base: | Shap, Penrith *** |

Every Life Matters formed in late 2018 with a singular mission - to take an innovative and long-term approach to suicide prevention and suicide bereavement support in Cumbria, a county that has had suicide rates well above the national average for too many years, and particular along its West Coast communities.

To achieve our charitable aims, of reducing death by suicide and ensuring those bereaved have timely and effective support, we will deliver two key strands of activity - developing **Suicide Safer Communities**, and establishing a Cumbria wide **Suicide Bereavement Service**.

Our **Suicide Safer Community Programme**, which has been piloted over 36 months across Carlisle, Barrow and West Cumbria, seeks to raise awareness of suicide and the role we can all play in saving lives, and aims to engage a wide range of community stakeholders to develop maximum collective impact. We are now working to embed this approach at scale across Cumbria, keeping a particular focus on those areas most impacted by suicide.

Every Life Matters has also secured long term funding to develop **Suicide Bereavement Support Services** in Cumbria. Our partnership-based approach aims to offer timely and appropriate support for people and communities bereaved and affected by suicide. The service works closely with Cumbria Police to ensure that people bereaved by suicide in the County are able to access support from the very early stages of their bereavement.

Due to growth of the charity in the last year, we need to recruit a new staff member who can work alongside our existing Admin Team to support our project delivery, some central admin and management tasks and act as a PA to the Charity Manager.

This is an exciting opportunity to join a growing and successful charity in a central role. We need a highly organised individual, with excellent customer care skills, and who can manage a diverse and constantly changing workload.

We encourage applications from people with lived experience of thoughts of suicide or those who have been bereaved or affected by suicide.

***Starting salary is £20,500 - £24,500 FTE, dependent on skills and experience. Actual salary will depend on the number of days worked.**

****The postholder will join a team of two existing administrators and we have some flexibility around the numbers of days the postholder could work. We are looking for applicants who can work a minimum of 3 days but this could be extended to 4 days or full time for the right applicant. Please indicate on the application form the number days you would be able to commit to the post.**

*****The post holder will be based at our Shap office, and will be expected to work a minimum of 2 days per week in the office, with remaining days home based.**

For more information about our service visit <https://www.every-life-matters.org.uk/> If you would like to discuss the post please contact Chris Wood at chris.wood@every-life-matters.org.uk or call 07908 537541.

Closing date for applications is 5pm Friday 6th January 2023.

Main Responsibilities

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|---|
| Managing Contacts |
| 1. Responding to calls, emails and social media contact from the public and wider stakeholders and signposting to other staff as required |
| Project Support |
| 2. Providing administrative support to Suicide Safer Community projects as required 3. Support monitoring and evaluation entries for Suicide Safer Community activity 4. Manage stocks of key physical resources and co-ordinate ordering/restock 5. Produce relevant project based social media output 6. Co-ordinate a range of one off and annual events 7. Make basic updates to the charity website 8. Provide support to community fundraising events |
| Management Support |
| 9. Ensure Health and Safety system are operational and oversee Data Protection practice 10. Managing the Charity Managers diary and meeting schedule 11. Managing basic HR systems 12. Provide support to the Board of Trustees 13. Organise project meetings and produce relevant notes/actions |
| Financial Management |
| 14. Support day to day bookkeeping as required (full training given) |
| Training |
| 15. Provide occasional support to the training Co-ordinator to <ul style="list-style-type: none">o Manage course booking systemso Managing enquiries about training and signposting to the relevant staff memberso Ensuring all course enquiries are logged on relevant databaseso Ensuring training monitoring and evaluation is carried out.o All above data logged appropriately on relevant databases |
| General Duties |
| 16. Attend regular line management supervision and annual appraisal 17. To identify and implement appropriate your own CPD opportunities 18. To implement ELM Health & Safety Policy/Procedure, including Lone Working Practice 19. To undertake any duties or tasks relevant to the project as required. |

Person Specification

| No | Criteria | Essential | Desirable |
|----|--|-----------|-----------|
| 1 | Proven experience of administration roles or similar | E | |
| 2 | Experience of working within the charity or mental health sector | | D |
| 3 | Excellent IT skills including MS Office and Database/CRMs | E | |
| 4 | Experience of website maintenance (WordPress) and Social Media channel management | | D |
| 5 | .Direct experience of project support & organising/co-ordinating events | | D |
| 6 | Experience working within mental health and/or suicide prevention | | D |
| 7 | Excellent written and verbal communication skills and keen attention to detail | E | |
| 8 | Able to demonstrate high levels of resilience in pressurised situations, the ability to self-monitor, and to work under your own initiative. | E | |
| 9 | Ability to communicate with a variety of people in a friendly, professional and confident manner | E | |
| 10 | .Ability to work effectively as part of a team | E | |
| 11 | Able to work flexibly including occasional evenings or weekends | E | |
| 12 | Full driving licence, access to own car and able to travel across Cumbria | E | |

About Suicide Safer Communities

Suicide Safer Communities are about a whole system approach to preventing suicide. While our local NHS focuses on making safer services, around 75% of people who die by suicide in Cumbria are still not in contact with any mental health services in the year leading up to their death – and at the heart of our approach is the belief that Suicide is everyone's business – that it is family, friends, colleagues, neighbours and members of our networks of community, faith, third and public sector groups who are best placed to make suicide prevention interventions.

1 Training Programme

We will deliver Suicide Prevention training at a large scale across West Cumbria, targeting the private/public/community/faith sectors, and general public. We'll deliver a range of training packages from brief Awareness sessions through to specialist training such as ASK, Assessing for Suicide in Kids. Training will be free of charge in the majority of cases, will be a mix of online/face-to-face and will be available both as in-house or open access sessions widely advertised across the local community.



2 Suicide Prevention Projects and Resources

We will roll out a range of suicide prevention projects and resources including;

- The Orange Button Community Scheme. The Orange Button is worn by someone in a workplace/community setting who has completed qualifying training and identifies them as someone who is comfortable talking about suicide and is able to offer signposting and support.
- The Employers Toolkit will give all sizes of local employers a framework to develop, and become badged as, a Suicide Safer Workplace. We will offer a parallel product for community groups/sports clubs, and are currently developing a Suicide Safer Schools Toolkit, and accompanying whole school training programme, with Barnardos in West Cumbria.
- Our Project Champion Volunteers will support our work through engagement with media, localised campaigning, representing the charity at events or through fundraising activity.

- Cumbria suicide prevention Website Resource for people at risk of suicide/those supporting them/frontline workers, and a dedicated Cumbria Suicide Prevention/Safety Planning App being developed in Whitehaven.
- We continue to develop a wide range of digital and paper based suicide prevention resources for those at risk/those supporting them. We are very proud of the quality of the materials we produce, such as our Mental Health and Wellbeing during Covid-19 guide, which has now been distributed to over 3 million households, or our Self-harm Safe Kit, now being rolled out across the North West.



3 Community Action

A key learning for our Charity so far has been the sheer scale of passion and drive in our local communities to make a difference around suicide. An issue that has touched so many people's lives. We also find that very often people are not sure where to start, or what they can do to help.

As a result, we have increasingly seen our role as empowering, supporting and providing resources to this significant base significant base of support that exists in our local communities. Examples of this assets based community development approach include;

- Bringing together the Ewanrigg Project, Maryport Matters, people bereaved by suicide and the We Will campaign group to undertake suicide prevention activity in Maryport.
- In Moor Row we bought together local artists and business people to develop a huge hope mural on a prominent gable in the town centre.
- In Barrow we worked with council leaders, staff and individuals personally impacted by suicide to design and pass a Suicide Safer Barrow council motion, which includes a wide range of commitments including training all council staff in suicide prevention.



4 Raising Public Awareness

We'll undertake ongoing social marketing campaigns across media/social media platforms focusing on our key educational/social change messages. This will be supported through engaging people from the local community with lived experience to support campaign messages.

5 Focused Interventions

Where there are significant areas of high-risk population, or a cluster of suicides in a particular geographic/demographic community we will focus our project resources through;

- Targeting training at key gatekeepers/peer supporters/related organisations and developing a localised network of Suicide First Aiders.
- Supporting multi-agency Suicide Cluster responses/engaging with those impacted by the cluster of suicides/promoting awareness of suicide bereavement support.

6 Local Leadership

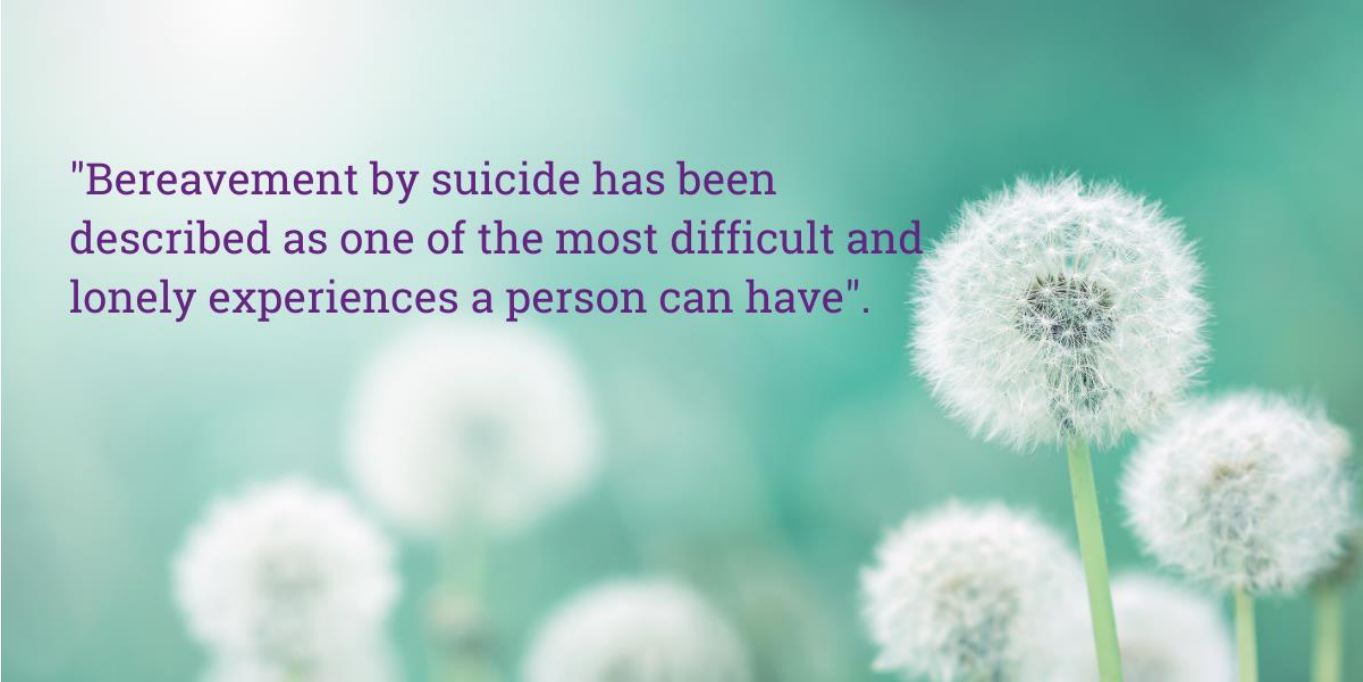
In each District of the County we will support organisations/individuals to come together to shape local action on suicide. In Allerdale/Copeland we currently work in partnership with Public Health Cumbria to run ongoing multi-agency suicide prevention leadership groups.

7 Supporting Bereaved Communities

Underpinning any successful suicide prevention programme is timely/appropriate support for people and communities bereaved/affected by suicide. As well as being a particularly severe and traumatic form of bereavement, people affected by suicide are in themselves a very high suicide risk group.

The other strand of our charities work is delivering our Suicide Bereavement Support Service, particularly in the first weeks and months after the death, through our close working relationship with Cumbria Police.

About our Suicide Bereavement Support



"Bereavement by suicide has been described as one of the most difficult and lonely experiences a person can have".

We provide Information and support for individuals and communities affected by suicide in the early weeks and months after a death including

- Practical and emotional support for individuals and families affected by suicide.
- Advice and support for employers and other organisations and communities impacted by suicide.
- Psychoeducational/Peer Support Groups
- Delivery of Suicide Bereavement Awareness Training

Suicide bereavement is a unique loss. It has been described as one of the most difficult and lonely experiences a person can have, being left with an overwhelming jumble of feelings and thoughts.

Your experience of grief is as individual as your fingerprint. Each person will be affected in his or her own way – even within the same family. Each had their own relationship with the person who has died, their own experience of other losses, and differing levels of support available to them.

People may also make assumptions that only close family grieve – you may have been a close friend, a work colleague, or maybe you were professionally involved in helping the person before they died – many, many people are deeply affected by a suicide.

How we help

We offer practical and emotional support at this critical and difficult time to people in Cumbria.

When you contact us for help you will be offered an initial Gateway meeting, where we get to know you and your circumstances, and discuss what your support needs might be. After this we can offer up to 4 further support sessions, either in person, by telephone or online. Everyone has their own unique needs and the support we offer reflects this. We are here to:

- Offer emotional support and a listening ear, a space where you can talk openly and confidentially about how you are feeling.
- Help you to understand some of the responses you might be having to bereavement
- Develop coping techniques to manage some of the impacts of grief.
- Inform you about other organisations that might support you and your family – now and in the future.
- Connect you with others who have lost a loved one to suicide.
- Advise you about talking to your children or telling others about the death.
- Provide information & support around the Coroner's Inquest and other Investigations.
- Help you manage any media interest and coverage about the death.
- Support you managing practical issues around money, housing and employment.
- Support you with arrangements around the funeral.
- Help you identify and access other support, including for your mental health.

Though our support is focused in the first months after the bereavement, we want to be there for you in the long term.

We know that grief is a long and bumpy journey, particularly around anniversaries and other significant times, and you can contact us whenever you need to reach out for further support. And in turn we will reach out to check in with you as the months and years go by.

You can also explore with us meaningful ways to remember your loved one, doing something to help others in your position, or undertaking fundraising or other events to raise awareness about suicide. Many people find this a very important part of their journey.

If you would like to receive support, or find out more about how we might help you at this time, contact Paul on 07588 016 166 or email support@every-life-matters.org.uk

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Suicide Prevention | Suicide Bereavement | Training

Registered Charity Number 1180815

www.every-life-matters.org.uk



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