

Part 1: JOB DESCRIPTION

JOB TITLE:	Executive Lead, Support after Suicide Partnership
DEPARTMENT:	External Affairs
TEAM:	Support after Suicide Partnership
LOCATION:	Based in Ewell (Surrey) with a mix of home working and office work

1. POSITION IN ORGANISATION

- Reports into: Executive lead, National Suicide Prevention Alliance (our sister alliance), with work-plan agreed by SASP Steering Group.
- Line Manages: Membership and Communications Officer, Central Hub Manager as well as consultants and staff on fixed term contracts depending on funding
- Contacts which the post holder has within and outside the organisation: Teams across Samaritans as well as a wide range of stakeholders, including SASP members, SASP Steering Group and patrons, charities, key government departments, health professionals, and academics.

The Support after Suicide Partnership is a network of over 100 organisations, who work together to achieve the vision that 'everyone bereaved or affected by suicide is offered timely and appropriate support'. We were founded in 2013 to bring together national and local organisations involved in delivering suicide bereavement support to bring about national change, through increasing the capacity of local suicide bereavement support, connecting members, stakeholders, and wider fields; pioneering research and resources, and much more.

The SASP is hosted by Samaritans, with its staff employed by Samaritans and based in its office in Ewell, Surrey.

2. MAIN PURPOSE OF JOB

To lead the Support after Suicide Partnership (SASP), managing the SASP team and working with the SASP Steering Group to deliver against the SASP's strategy and business plan.

3. KEY RESPONSIBILITIES

Leading and developing the SASP

- Work with the Chair and Steering Group to ensure SASP's strategy remains ambitious, relevant and impactful.
- Lead the development of the annual business plan and budget for SASP and coordinate delivery of the business plan to help achieve our strategy, ensuring activity remains within budget
- Lead SASP network and collaborators to drive national development of suicide bereavement support services in every area of the country, and work towards achieving our vision
- Act as an ambassador for the SASP at national level, including to NHS England, raising its profile across the sector and continuing to build its credibility.
- Developing opportunities to improve bereavement support through support services, frontline services, CCGs, Local Authorities, the NHSE, and STP areas across the UK

- Work closely with the Chair and Steering Group to sustain and develop the brand and voice of the SASP as the national expert group on suicide bereavement in the UK
- Work with Samaritans fundraising team to ensure excellent donor stewardship, with the development of income streams to build SASP's sustainability.

External liaison and collaboration

- Raise the profile of the SASP and increase our working capacity through collaborations (such as the Chief Coroner's Office, Funeral Directors, Public Health, Government, NHSE, Royal Colleges)
- Support the Central Hub Manager to work with the NHSE Mental Health Team to implement the commitment within the NHS Long Term Plan for suicide bereavement support in every area of the country
- Work alongside Chair to identify specific new collaborative opportunities, and develop these into lasting, strong relationships
- Oversee the maintaining of collaborations and partnerships with stakeholders, to foster a strong external network across the UK

Programme Management

- Manage key areas of work, ensuring work achieves desired outcomes, monitoring progress against KPIs, ensuring delivery on time and in budget.
- Identify and engage key stakeholders and project managers or contributors to projects, overseeing remote project teams across the UK.
- Manage the SASP budget, using Samaritans finance systems to ensure timely, accurate payments and budgeting.

Membership and Communications

- Lead on the overall membership engagement strategy, ensuring members have a positive, enriching experience with a range of opportunities to meet their needs
- Ensure excellent communications and engagement with members
- Ensure high quality communications relating to SASP, including products such as the newsletter and website.

General Duties of a Samaritans' Staff Member

- Contribute to the effective and efficient running of the Central Office as appropriate.
- Participate, as appropriate, in staff forums and meetings.
- Adhere to Samaritans' policies and procedures.
- Represent the Central Office appropriately across the organisation and Samaritans to the wider community as appropriate.
- Treat all colleagues, volunteers and members of the public with dignity and work within and adhere to Samaritans' equal opportunities statement and policies.
- Carry out reasonable requests made that are within the broad remit of the role

Part 2: PERSON SPECIFICATION

4. SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Ability to bring people together around a common vision and plan, and to think strategically
- An excellent track record of producing work that is on time, fit for purpose, and of the highest standard
- Ability to lead a diverse team
- Highly motivated, and able to motivate others
- Knowledge of NHSE and public body systems
- Outstanding written and oral English, with strong presentation and public speaking skills
- Ability to implement priorities, manage multiple tasks and work to tight deadlines and high service levels, working flexibly and to think on your feet
- Strong problem solving skills with high level of attention to detail
- Active Listening skills, and a high level of empathy for others
- A resilience to the work and the nature of our work
- Ability to work on your own with a fluctuating, demanding, work load

This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.

Desirable

- Knowledge of the sector of suicide prevention, bereavement support or mental health
- Working at a national level to co-ordinate a programme of work to strategic goals; working with many, cross-sector, stakeholders, often remotely

LAST UPDATED: November 2021