



### **JOB DESCRIPTION: SPRINGBOARD Programme Lead**

**Salary:** £27,000.

**Location:** Remote or Office.

**Hours:** Full-Time (37.5 hours per week).

In this role you will have overall accountability for:

- The SPRINGBOARD programme: complete accountability – “the buck stops here” for the programme
- The SPRINGBOARD Annual Plan and financial budget
- Delivering positive impact for Springboarders in line with the charity’s over-arching Golden Goals
- Recruiting new Springboarders – we want as many young adults as possible who have experienced the death of a parent who served to benefit

And be responsible for:

- Identifying the current and developing needs of SPRINGBOARD beneficiaries and creating a programme of activities and opportunities to ensure that their individual and collective needs are met.
- Establishing and growing a Springboarder community by planning and tailoring communications that lead to successful engagement across multiple platforms.
- Developing and implementing a ‘Scotty’s buddy’ mentor scheme to encourage volunteering opportunities with younger members within the charity.
- Supporting the development and running of the Scotty’s SPRINGBOARD COUNCIL to ensure the voice of our members is heard.
- Assisting in the planning, development, implementation and evaluation of effective networking opportunities focused on Springboarders connecting with their peers.
- Identifying the need for 1:1 emotional and wellbeing support and, where appropriate, referring into the Scotty’s SUPPORT programme or appropriate external organisations.
- Providing information and guidance, including signposting to external agencies and organisations on bereavement, careers, personal development and training opportunities.
- Establishing and developing relationships with external partners from military, educational, learning and development and commercial communities to offer skills workshops, motivational talks and training sessions.
- Assisting with the development and implementation of effective performance monitoring tools to ensure there is a robust evaluation of all SPRINGBOARD programme activities.
- Ensuring the effective implementation of all safeguarding policies and procedures.
- Assisting with the continuing development of the SPRINGBOARD programme and to contribute to the charity’s strategic planning.

- Engaging in media activities to promote bereavement led information and resources, as well as publicise the work of the charity.
- Maintaining and developing own professional knowledge and skills through CPD / qualifications.

### **Remote working:**

This role is advertised as a remote or office-based role (or even hybrid) however if you intend to work remotely, you will need to demonstrate how you could lead this programme whilst not being in the office and away from keen members of the team.

There is an expectation that you will be in the office approximately 12 days per annum to participate in team meetings and training sessions.

We operate as a self-managing team. That means we have no line managers. We are empowered and trusted to do our part of the mission. We think this is how the world should work, but it isn't for everyone, and you do need to be a disciplined and driven individual, as well as being able to work collaboratively with the rest of the team.

### **The Scotty's Way & our non-negotiables:**

At Scotty's, our personal performance is only 50% of what success looks like. We hold our culture to be as important as anything else. If you agree to join the team, you are signing up to *The Scotty's Way*.

At the heart of The Scotty's Way are our four core values, and 8 character traits, as created by the whole team.

#### Our values are:

1. Families Come First.
2. Everyone a Supporter, Every Supporter a VIP.
3. Love What You Do.
4. Remember, Every Day.

#### The eight non-negotiable character traits our team look for are:

1. Humility
2. Drive
3. Team Player
4. Helpful
5. Empathetic
6. Conscientious
7. Honest
8. Professional

You can read more about **The Scotty's Way** in the full culture code deck [here](#).

### **To apply, please submit:**

1. A completed application form – Download our application form [here](#).
2. An up-to-date CV.

3. A covering letter detailing why you'd be a great fit for this role and how you would engage our Springboarders.

You can apply via the jobs section of our website or by emailing us at:

[team@scottyslittlesoldiers.co.uk](mailto:team@scottyslittlesoldiers.co.uk)