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**Application Pack**

**Practice Facilitator**

**Closing date for applications: Monday 29th September 2025**

**Alexander Devine Children’s Hospice Service**

Alexander Devine Children’s Hospice Service (Alexander Devine) is a local charity that provides specialist care and vital support to babies, children and young people with life-limiting and life-threatening conditions, and their families, across Berkshire, South Bucks and into surrounding counties.

We individualise our approach to meet the unique clinical, emotional, and practical needs of each child and their family, ensuring they receive the best possible care and support. Our comprehensive range of care services include Respite care, Specialist play, Symptom management, Family support, End of life care and Bereavement support. We provide care from our children’s hospice in Maidenhead as well as in the family home and across the community, including hospitals and schools.

Our hospice facilities offer opportunities for children and their siblings to experience fun, joy and adventures, and help families make precious memories for as long as they have. These include a hydrotherapy pool, sensory room, music room, games room, outdoor playground and sensory garden, six children’s bedrooms and two self-contained family flats. We also have a dedicated bereavement suite with its own garden.

Our children’s hospice service is free of charge for families, but it costs over £2.8 million a year just to maintain our current level of care. With very minimal government funding, our charity is almost entirely reliant on donations, fundraising and gifts in Wills to meet the costs of running our service. Which means every penny donated makes a huge difference to those we support.

We currently support over 200 children and their families, but we are committed to growing our service and reaching out to every child and family that needs us. In Berkshire alone, we know that there are an estimated 1,371 children with life-limiting conditions. And research shows that this number is likely to increase by at least a further 11% by 2030.

The charity was founded by John and Fiona Devine in memory of their son Alexander who sadly passed away from a rare brain tumour in 2006 at the age of eight. Their personal experience led them to realise a desperate need for a local children’s hospice service with a hospice facility in Berkshire.

**www.alexanderdevine.org**

**Reg. Charity No. 1118947**

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**Our values, vision, and mission**

Diagram, timeline

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Our work is powered by our core values. They are key to everything that we do and the way in which we do it. Our expectation is that our values are upheld in all that we do and in our engagements, both internally and externally.

**Our vision**

We deliver palliative care to children and families through an holistic approach that meets the individual needs of each child and their family.

Our vision is to provide a service within Berkshire and surrounding counties that will give children and families a choice of care and support from a skilled and dedicated team. We work closely with the NHS, local authorities, and other services in delivering our care.

**Our mission**

**Reaching out to every child and family who needs us, offering support and care from people who understand.**

**The role**

**Practice Facilitator**

**Hours** Full time (37 hours per week) 0.8 Practice education, 0.2 clinical. To include some unsocial hours.

**Salary** Band 6 (£37,178 – 45,431)

**Location** Alexander Devine Children’s hospice in Maidenhead, Berkshire.

**Benefits**  Competitive salary

Generous annual leave (plus your birthday as an additional day off)

Pension

Employee assistance programme

Death in Service Cover

Private Medical Insurance

Free on-site parking

**Job purpose**

Working as part of the Alexander’s Care Team the post holder will promote a positive culture of learning and development across the service to prioritise and promote excellence in care delivery.

To participate in a quality assured programme of sustainable and inclusive education across the service and externally to local stakeholders.

To assist in ensuring the learning and development strategy of the organisation and operational goals are implemented and met.

To participate in the development and review of policies and procedures as appropriate

To maintain own clinical knowledge, competence, and skills by working in clinical practice regularly.

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| --- | --- |
| **Grade** | Band 6 |
| **Managerial reporting responsibility** | Lead for Practice Education |
| **Professional reporting responsibility** | Lead for Practice Education |

**Job Description**

**Areas of responsibility**

**Key Responsibilities**

1. To assist in promoting and embedding, a positive culture of learning and education within the organisation and encourage, develop, and support others to reach their potential.
2. With the lead for practice education participate in the planning and provision of clinical skills training to maintain high standards of care.
3. To support others in developing, consolidating, and maintaining clinical competence, by working alongside members of the Care Team in clinical practice.
4. To manage a student nurse program that promotes a positive and supportive learning environment for student placements, and liaise with our university partners to promote and educate students on children’s palliative care.
5. To co-ordinate and participate in the preceptorship programme.
6. To assist in planning and delivering palliative care education and practice development within the hospice and externally.
7. To use responsive and creative strategies to support staff and maximise learning opportunities.
8. To support the lead for practice education in engaging with Nationwide education programmes, forums, and networks.
9. To ensure all training programmes and education internally and externally is inclusive, sustainable and meets national standards of practice education.
10. To participate in audit and research to strengthen evidence base practice.
11. To promote links with external members of the multi-disciplinary team and other children’s hospices to support collaborative working.
12. Holds own defined caseload and Works flexibly to support 24/7 rotas, emergency and end of life care.
13. Communicates complex, sensitive information effectively and empathetically to patients and relatives, managing difficult situations and maintains the highest standards when communicating with children, families and the wider public.
14. Completes and maintains up to date records in line with principles of best practice.
15. Actively manages assessment, evaluation and the delivery of care, promoting all elements of high quality care planning.
16. Leads on developing the health component of the care package for the family working with other agencies to develop a holistic package.
17. Supports families throughout the care pathway including initial diagnosis and discharge planning form hospital to community.
18. Works flexibly to plan appropriate intervention where there may be escalation of symptoms or family difficulties and offers support to families as needed.
19. Checks and administers medication to children in their own home in line with ADCHS Medicines Management policy.
20. Works as an expert practitioner in palliative care acting as a resource for other healthcare professionals.
21. Assumes a central role in problem solving and service co-ordination to ensure patients and carers receive high standards of seamless quality care.
22. Works with non-specialist interdisciplinary practitioners to complement their care, and the quality of the service provided.
23. Actively participates in interdisciplinary meetings.
24. Acts on clinical incidents pertinent to area, to reduce clinical risk.
25. Is familiar with ADCHS safeguarding policy and report any concerns accordingly.
26. To adhere to the NMC and ADCHS code of conduct.

**Management**

1. To contribute to effective communication within the hospice including appropriate and accurate documentation.
2. To represent the hospice at external meetings and to make links with related agencies where appropriate.
3. Contribute to the development of policies and procedures relating to care and education
4. Maintain records in relation to statutory and mandatory training, clinical skills training and competencies.
5. To attend all in-house meetings and MDT meetings as appropriate.
6. Uphold the values of the organisation and act as a role model to junior members of staff
7. To promote and support staff with reporting incidents, and assist in the cascading of any learning

**Training and Development**

1. To attend regular supervision, individual and group sessions and participate in own appraisal process.
2. To attend staff development programmes, training courses, conferences and study days as deemed necessary and share any learning with the rest of the care team and organisation.
3. To be responsible for own personal and professional development, revalidation, and maintaining a portfolio in line with NMC guidelines.
4. To keep updated with developments and research-based practice within my scope of practice.
5. To ensure all mandatory and statutory training, competencies, and clinical skill training are up to date.

**Duties in common with other members of staff**

1. To adhere to and comply with organisational policies, procedures, and guidelines at all times.
2. Implement Risk Management strategies (including reporting, registering risk and learning) - taking all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
3. Comply with the organisational policy on confidentiality, information governance and the Data Protection Act/GDPR as amended relating to information held manually or on computerised systems.
4. Respect the confidentiality of children, young adults and staff and volunteers at all times.
5. Promote and protect the privacy and dignity of children and young adults at all times.
6. Comply with the requirements of the organisational Safeguarding Policy, and at all times during the course of employment act in such a way as to promote the wellbeing of children and other vulnerable people.
7. Ensure compliance with Care Quality Commission (CQC), and The Health & Social Care Act 2008 (Regulated Activities).
8. Implement and maintain Health and Safety regulations – through risk assessment. Maintain a constant awareness of health, welfare and safety issues affecting colleagues, service users, volunteers, visitors, and themselves, reporting any accidents or faults in line with organisational policy, and fully participating in health and safety training.
9. Maintain high standards of infection prevention and control practice throughout the performance of duties and in accordance with the organisations Infection Prevention and Control Policies and Procedures.
10. Embrace the volunteer culture, which exists in the organisation.
11. To work collaboratively with the fundraising team to support funding opportunities for the organisation.
12. Demonstrate commitment to the values of Alexander Devine Children’s Hospice Service.
13. Actively promote Alexander Devine Children’s Hospice Service and supports the development of children’s palliative care across Berkshire and the ethos of Hospice Care.

**This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.**

**Person specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education, training, and qualifications** | * Registered children’s nurse. * Mentorship or student supervisor/assessor training | * BSc level study or equivalent |
| **Experience** | * Significant post qualification experience in working with children with complex and life limiting conditions, palliative and EOL care.. * Experience in the role of the practice supervision/assessor * Ability to develop, write and implement competency documents * Experience of ensuring that training and educational opportunities are inclusive and sustainable. * Experience in delivering training on a one to one basis and in groups. | * Experience of working within a practice education. * Experience in LTV and tracheostomies |
| **Skills** | * Knowledge of quality assurance processes * Teaching and presentation skills. * Demonstrate ability to place patient and family at centre of care. * Excellent interpersonal skills and the ability to communicate effectively orally and in writing. * Evidence of advanced communication skills including proven ability in conflict management. * Good organisational and administration skills, including IT skills. * Ability to critically analyse research and evidence-based practice | * Writing of policy and procedures * Leadership experience |
|  | **Essential** | **Desirable** |
| **Other** | * Evidence of continual professional development and education * Professional accountability issues and scope of professional practice * Knowledge of the care needs of children with life limiting conditions * Knowledge of safeguarding. * Health needs in a racially and culturally diverse population * Enthusiastic and highly self-motivated person. * A team player with the ability to use own initiative * A commitment to the mission and ethos of Alexander Devine Children’s Hospice Service * Able to work within and uphold our core values: determined, empowering, valuing others, integrity, nurture, and empathy * A commitment to promoting equality of opportunity. * A commitment to ongoing personal and professional development. * Flexible approach to working hours * Current, full driving licence * Not on ISA Barred list from working with children/adults * Ability to work alone and as a member of a team. * Able to assess risk to maintain personal safety in a variety of settings * Ability to cope with the physical demands expected of the role e.g. flexible hours * Good IT skills * Enhanced DBS * Passed fit to undertake the duties of the post by Occupational Health | Knowledge and understanding of learning styles and the needs of adult learners |

**A rewarding and special place to work**

Finding ways to recognise, reward and support every member of our team is important to us. Here’s four big reasons why you will want to join our charity…

A group of people posing for a photo in front of a brick building

Description automatically generated**The amazing people that work here**

Very simply, the team at Alexander Devine makes our charity such a unique place to work. To quote one of the young people that we support:

*“If I had to summarise what makes Alexander Devine so special, I would say it’s the people that work there…they are like family to us”*

Whichever part of the charity you are working or if you

are a volunteer, we are proud of our ‘one team’ spirit.

A picture containing person, appliance, indoor

Description automatically generated**An employer that listens and cares**

We pride ourselves on ensuring our staff receive regular supervision and support from their line manager, with opportunities for further training and development.

We also have an employee assistance programme, offering our employees a free confidential advisory and counselling service to help with any personal, work or family issues they may face.

A picture containing sky, outdoor, grass, flower

Description automatically generated**A beautiful setting in a convenient location**

Our stunning purpose-built hospice is surrounded by beautiful countryside, but also just a stones throw from the M4 and A404, on the outskirts of Maidenhead.

There is free on-site parking for all staff.

**A strong focus on work / life balance, taking care of your health and planning for retirement**

Making sure our employees have a good work/life balance is vital. In addition to a wellbeing programme, we offer generous annual leave entitlement with a day off for your birthday and an extra two additional days holiday, known as Alexander days each year.

There are also staff discounts on a range of products and services including travel and high street savings.

**Further information**

**Equal opportunities**

It is the policy of Alexander Devine Children’s Hospice Service to provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion, or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

**Safeguarding statement**

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including an Enhanced DBS check.

**How to apply**

For an informal discussion about the role, please call Tara Kerr-Elliott, Director of Care, **on 01628 822777** or email questions to[**tarak@alexanderdevine.org**](mailto:tarak@alexanderdevine.org)

For an application form, please email [fayd@alexanderdvine.org](mailto:fayd@alexanderdvine.org)

CVs will not be accepted without the completion of our application form

Completed applications must be returned to [fayd@alexanderdevine.org](mailto:fayd@alexanderdevine.org), by midday on **Monday 29th September 2025**