



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future



DUNDEE SOCIAL ENTERPRISE NETWORK

Background to Development Officer role

Funeral Poverty

Funeral Poverty is a generic term used to describe a range of issues around the difficulties experienced by people with insufficient funds faced with paying the cost of a funeral.

In particular, funeral poverty stems from an individual's inability to pay for the cost of a funeral when it arises. Research has shown that there are a significant number of people who find themselves in unsustainable debt as a result of paying for an unexpected funeral. A person's experience of grief can be tainted through the inability to pay for the funeral that they feel should be provided for their loved one. Funeral poverty has implications for the funeral industry as it has to carry the burden of debt from those unable to pay. This project is attempting to minimise funeral poverty in Dundee.

Funeral Poverty project Stage 1

Research, project development and coalition building has been carried out in the first stage of this Funeral Poverty project with a focus on Funeral Poverty in the Dundee area. To help contain funeral costs evidenced in Dundee, a social enterprise model has been developed with the intent of using it to test the sustainability of delivering a sensitive, affordable and accessible service. A full business plan has been produced.

The intention is to set up and operate a **brokerage and advisory one-stop shop service** to support clients who have been bereaved and are vulnerable and struggling financially at a time when they have difficult decisions to make in arranging a dignified send off for their loved one.

Throughout the pilot local partners will continue to be involved, to influence other players with a necessary role to play in providing funeral services e.g. local funeral directors.

Partners

Faith in Community Dundee, Dundee City Council, Dundee Partnership, Dundee Social Enterprise Network, Dundee Pensioners Forum, Discovery Credit Union, Rank Foundation, Dundee Access Group, Dundee University.

Social Investment Fund

This post and the project has been funded through the European Social Fund - Social Innovation Fund.

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Scottish Charity SCO43943 Company no. 491013



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Beneficiaries

The key beneficiaries will be:

- Dundee residents on low incomes who will receive support to organise dignified and affordable funerals
- Those eligible to apply for funeral and bereavement related benefits.
- People needing to access affordable finance
- Overstretched CABs and other money advice services who need to refer clients to a specialist funeral service offering a early and timely response.
- Funeral Directors will be able to refer clients on low incomes for signposting to funding sources and support them with funeral payment applications.
- People planning ahead for funeral arrangements
- The general public through an awareness raising campaign on the importance of funeral planning in conjunction with Dundee Pensioners Forum
- Families experiencing debt or anxiety due to bereavement
- People who can afford to pay a commission to DFSS to help fund the full service and subsidise others

As detailed above the intention is to establish a social enterprise - Dundee Funeral Support Service (DFSS) - to pilot a model that will provide:

- an **advisory service** to provide immediate support to those who have been bereaved to consider the choices available to them **before** they make decisions that may lead to high costs &/or debt.
- a **funeral brokerage service** where DFSS will negotiate with funeral professionals to purchase the chosen elements within the individual's budget.
- a **money advice** service with a focus on supporting clients to access affordable finance options including specialist Credit Union loans and, if eligible, to assist them in applying for the Funeral Payment or alternative charitable support.
- **referring** to additional support services including bereavement counselling, money advice, employability and training etc.

Development Officer

It will be the task of the Development Officer to set up the new Funeral Support Service (probably as a SCIO) that will then recruit staff to deliver the above services. Trustees for the new organisation have already been recruited and they will help guide the process going forward. The job description and person specification below detail the Development Officer's role.



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Job Description

Job Title:	Development Officer
Reporting to:	Dundee Funeral Support Service Trustees
Line Managed by:	CEO DSEN
Salary:	£28 157 pro rata p.a.
Annual Leave:	30 days per year pro rata
Pension:	Matched up to a maximum of 5%

This post is a fixed term contract for up to 1 year. The post could be full time for 6 months or part time for a longer period. The employer will be Dundee Social Enterprise Network on behalf of the partnership and will be based in the DSEN office at the Factory Skatepark, Dundee. The post holder will work with the Trustees to develop the new organisation.

Funding is in place for the new organisation to recruit a Project Manager and two Coordinators (to set up the services the social enterprise will provide) as well as a Marketing Officer.

Development Officer

The post will involve working with the new Trustees of the Dundee Funeral Support Service to establish the new organisation (Dundee Funeral Support Service) probably as a SCIO. The Development Officer will then support the new organisation to become established which is likely to involve working with the Trustees to:

- register the new organisation
- set up a bank account
- find premises
- organise and coordinate meetings
- establish policies and procedures
- recruit staff
- further develop the concept
- liaise with partners
- report to Trustees and partners
- facilitate planning
- carry out risk assessments
- develop relationships
- access specialist advice
- set up working arrangements with relevant stakeholders

as well as other tasks associated with setting up a new social enterprise.

Additionally the role will include reporting to the partnership and compiling progress reports as well as associated administration.



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Person Specification

Essential	Desirable
Experience of supporting the development of social enterprises at the start up phase and beyond.	Experience of working with the public sector and an understanding of community planning. Awareness of and familiarity with key partners in Dundee
Knowledge of charity regulations, social enterprise models and statutory reporting	Knowledge of the third sector in Scotland
Experience of working in the Third Sector with charities and communities. Experience of consultation and partnership working.	An interest in a more socially just and equal society
Experience of group facilitation, an inclusive approach and empowering techniques	
Experience of working with and reporting to Trustees	
Good organisational / time management skills and ability to work to deadlines	
Excellent written and verbal communication skills.	
High level of computer skills including the use of Microsoft Office, email and accessing the internet	
Self-motivated, enthusiastic and a good team player	
Flexible approach to working (e.g. evenings, overnight travel, occasional weekend days). Ability to travel between location for meetings and events.	