

## Job Description

Post:	Team Leader
Responsible to:	Service Manager
Division:	Children and Family Services
Salary:	£36,459 - £41,850

### Children First - Vision and Values

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

### Role Summary

- To support the Service Manager/Assistant Director in the operational management and leadership of the service(s) to achieve positive outcomes for children, young people and families, and to deputise in the Service Manager's absence or as delegated by the Service Manager.
- To provide professional leadership and management to staff and volunteers, ensuring that children and young people are safeguarded and protected.
- To be responsible for day to day people and resource management decision making under the direction of the Service Manager.
- To contribute to the impact and influence of Children First for the benefit of children, young people and families.

### **Relationships with Children, Young People and Families**

- To ensure children, young people and families receive timely and appropriate services based on identified needs and outcomes which are planned and reviewed.
- To provide direct support and/or therapeutic work with children, young people and their families as required for the service. Direct/practice element work will reflect specific local service strand.
- To champion the participation of children, young people and families ensuring their active participation in the planning and evaluation of service delivery in accordance with Children First Participation Standards (Common Core ref: A8).

### **Operational Requirements**

- To ensure the Gathering of core data using Microsoft Dynamics allows us to identify the children and families we are working with and supports our understanding and ability to articulate their needs;
- To ensure that all work is 'outcomes' as well as 'outputs' focused, and, is delivered in accordance with Service Level Agreements or other agreed contracts.
- To contribute to sustainability both internally and externally including the involvement in production of high quality tenders and reporting on funding
- In conjunction with the service manager, to produce and monitor the annual service budget.
- To support the Service Manager with the day to day people and resource management of the service, including ICT and property resources, as appropriate.
- To develop and maintain consistent and meaningful internal communications practices.
- To make constructive use of internal support and supervision processes, and take responsibility for continuous professional development. To undertake mandatory and relevant internal courses as required.
- To ensure quality assurance is visible and work is appropriately monitored, and that there is compliance with Children First internal standards and relevant legislation/external standards.
- To maintain responsibility for Health and Safety as delegated by the service manager.

### **Relationships with others**

- To provide direct line management and support and supervision for a team of operational staff and volunteers including recruitment, induction, effective performance management, and learning and development.
- To promote a culture of continuous learning and development and provide advice, guidance, training and consultation services to colleagues across the charity, and to staff working in partner agencies.
- To participate in Children First's influencing and policy strategies supporting colleagues across the charity as required.
- To represent Children First at external events and activities, working constructively with a range of external agencies and promoting the service to external partners and key stakeholders both locally and nationally.
- To establish effective communication channels both internally and externally with colleagues across the charity and partner agencies.

## Person Specification

Need to Have (Qualifications and Experience)	Need to Show ( <i>Skills</i> )	Need to Know	Need to Be
<ul style="list-style-type: none"> <li>• Diploma in Social Work or a relevant professional qualification (e.g., Health, Education, Community Education) at SCQF level 9.</li> <li>• Post-qualifying award in child protection, child-care, practice teaching, group work, family work, or counselling.</li> <li>• Experience in statutory settings and with children with additional support needs.</li> <li>• Experience managing/supervising staff, volunteers, and students.</li> <li>• Project planning experience</li> </ul>	<ul style="list-style-type: none"> <li>• Direct experience working with children and young people in various settings, supporting families and networks collaboratively.</li> <li>• Experience conducting group and/or family work with children, young people and families in adversity.</li> <li>• Experience attending meetings regarding children and young people.</li> <li>• Experience helping children and young people share their views and participate in decisions affecting them.</li> <li>• Experience in multi-agency working, particularly in risk identification and management.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of how children and young people develop, their needs and associated risk factors, and understanding vulnerability and promoting resilience.</li> <li>• Child protection and care planning processes, systems, and agencies</li> <li>• Relevant childcare legislation and guidance relating to children's rights.</li> <li>• Awareness of national government policies and priorities and implications for practice</li> <li>• Knowledge of theoretical framework for working therapeutically with children, young people and their families</li> <li>• Knowledge of services and issues relevant to the needs of children and young people</li> <li>• Knowledge of Statutory social work role and function</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible in approach to work</li> <li>• Committed to and understand the principles of working with volunteers.</li> <li>• Able and willing to travel as required to services and offices across the region.</li> <li>• Committed to Children First approach and the relational nature of our work.</li> <li>• Confident and able to form effective and credible relationships with all levels of staff</li> <li>• Aware of personal responsibility in relation to health and safety.</li> </ul>