

## JOB DESCRIPTION

**Job Title:** Team Manager

**Department:** Children's Services

**Reports to:** Children's Services Manager within Locality

(By exception, due to remoteness of location or other operational factors, role may need to report to Locality ADCS)

**Responsible for:** a defined grouping of appropriately skilled staff (up to circa 10 staff depending on activity and complexity) depending on Service and Contract requirements.

May need to operate remotely from CSM depending on Locality service locations

### Key working relationships:

Internal contacts:

- Volunteering Support for Locality as necessary
- Business Support & MI
- Business Line colleagues
- All relevant support functions

External contacts:

- Peers and practitioners in other agencies
- Community partnership and planning groups
- Commissioner when delegated by CSM

### Job Purpose:

To make a real difference to the lives of Children, Young People and Families by:

- Leading and managing a designated team of people working with service users to provide all required Children's Services activities and practices to the agreed standards; collaborating with other colleagues in the Locality as necessary
- Raising awareness of Barnardo's and its work within the Locality to commissioners, external partners and Barnardo's supporters as part of the Locality management team

### Key Responsibilities:

- Leading a team of staff and sessional workers in developing and maintaining effective practice and delivery of services to children, young people and families
- Completing all management procedures and routines for each member of the team in line with Barnardo's People Policies in order to maintain individual and team capability and motivation
- To plan and delegate the allocation of workload and resources within area of responsibility ensuring oversight of all case work and activities is maintained at all times
- Oversight and control of Service User Recording in the team to ensure it is undertaken in accordance with Barnardo's policies and procedures and to the satisfaction of Commissioners and all relevant external authorities
- To support CSM in the provision of performance management data and reporting to internal and external stakeholders as required.
- To support CSM in representing Barnardo's with stakeholders and commissioners, as required, in order to influence local practice and provision of support to children, young people and families.
- To maintain active engagement on all Safeguarding matters so that issues are dealt with in the interests of the child, in a compliant and professional manner, with appropriate escalation to, and involvement of, senior management and external agencies in line with Barnardo's Safeguarding Policy.
- To maintain and develop staff competence in their activities by keeping them up to date with relevant developments in social care, education, health and other relevant legislation, and all relevant internal policies and procedures

### **Key Activities:**

#### **Quality of Practice**

- Involvement directly in casework – and in supporting others in professional practice - as required by the needs of an individual case or situation and the identified support, management and/or learning needs of staff in the team
- Provide regular supervision to practitioners to explore relationships and the impact on children, young people and/or families.
- To support CSM with insights into practice in order to provide input, expertise and knowledge to encourage sharing of best practice more widely
- To support CSM, if and when required, by contributing expertise on practice to writing of tenders for work in collaboration with Business Development colleagues

### **Partnership and Participation**

- To proactively develop and maintain productive working relationships with partners and other stakeholders in delivering an effective service to children, young people and families
- Enables children and young peoples' active involvement in the planning and evaluation of delivery of services and activities by championing Participation and Inclusion to gain their contribution in ways appropriate to their age and experience

### **People and Learning**

- Role models and coaches others in order to develop each individual and the team's capability in Children's Services practice and related skills
- Support CSM in ensuring all appropriate staff development and core training requirements are fulfilled in the team and contributes to wider training plans for Locality
- Actively engages with staff on all aspects of role as a manager as defined in People Policy and Procedures
- Maintains all team members awareness of relevant legislation and areas of practice development to support their impact on children, young people and families

This Job Description and Person Specification reflect the duties of the post as they exist at this time. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Pre-employment checks will be required for the role.**

## PERSON SPECIFICATION

*All criteria are essential unless indicated as desirable (D).*

**Job Title: Team Manager, Children's Services**

**Please note:**

**Barnardo's uses a generic Job Description and Person Specification for the recruitment of this post. Therefore, when completing the employment application form, applicants should also take account of the Additional Information Sheet provided. Job applicants should provide evidence to demonstrate how their skills, experience and if required qualifications, relate to the essential requirements of the Person Specification and further information set out in the Additional Information Sheet.**

### **Education/Knowledge**

- Where there is a statutory requirement or a requirement stipulated under Contract with the Commissioner such as a Relevant Professional Qualification and/or registration with a Regulatory body. **Please refer to the Additional Information Sheet for detail.**
- Active personal commitment to Continuing Professional Development
- Where no essential qualifications requirements exist - possession of, or working, towards a relevant management/supervisory skills qualification (D)

### **Experience**

- Demonstrable record of good working practice with children and young people, having a positive impact on their lives and meeting their needs
- Demonstrable record of working constructively with partner agencies and commissioners, in a way that can enhance the reputation of Barnardo's externally

### **Skills/Abilities**

- Demonstrable capability in giving feedback on performance and in building continuous improvement in the capability of individuals and the team
- Contributes to the establishment of appropriate partnerships, networks and communication channels, internally and externally, and shares information as appropriate
- Exercises good cost management practice and budgetary control over team activities
- Capability to contribute to income generation initiatives both internally and external when required



**Circumstances**

- Accepts requirement to work in a non-smoking environment consistent with Barnardo’s statutory obligations and guidelines on our working environment in all other respects
- Flexibility in working hours and location, as per contract of employment, with a reasonable consideration for personal circumstances and planning of arrangements.
- From time to time, the role may require attendance at meetings and other events outside of normal working hours

**Barnardo’s Basis and Values, and Equality & Diversity Code of Conduct**

Actively demonstrate Barnardo's Basis and Values and Equality & Diversity Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

**Leadership and Management Behaviours**

Act as a role model for the Barnardo's Leadership and Management behaviours:

- Driven to deliver
- Leading and engaging
- Strategic thinking

***To be completed by the Pay and Reward Team / People Team***

Job Title	Team Manager
Grade	C
Job Family	Children’s Services
Job Type	Manager/Senior Professional
Compensation Region	Rest of UK
Job Function (NI only)	