

## **Development Services Team Leader**

### **Job Description and Person Specification**

#### **Location/Base**

This post will be based at Ore Valley Business Centre, Lochgelly, however the post-holder must be willing to travel throughout Fife and occasionally further.

#### **Pay Scale**

£25,406 - £27,252 per annum

#### **Hours of Work**

Full time, 35 hours per week. This post requires flexible working hours which will include some evening and weekend work.

#### **Travel Allowance**

Travel expenses will be paid in accordance with current mileage allowances or at cost if public transport is used.

#### **Annual Leave**

Annual Leave entitlement is 30 days per year inclusive of Public Holidays

#### **Disclosure**

A full disclosure check through the PVG scheme is mandatory.

#### **Job Description**

The post-holder will be responsible for supporting a team working with young carers across Fife. Enabling young carers to achieve their outcomes based on accurate, high quality young carer statements, awareness raising of young carers and their needs and training to other professionals.

Reporting directly to Fife Young Carers' Manager, the post-holder will be part of a team of staff and volunteers, all of whom are expected to contribute to the design and delivery of services to young carers and to the development of the organisation.

#### **Key Responsibilities**

- To work in partnership with the FYC Manager in delivering the FYC service according to Grant and SLA specification and in the development and implementation of the work of FYC. Ensuring all services delivered meet current legislative requirements, good practice and Fife Young Carers policies and procedures.
- In liaison with Manager assist in the planning, recording and dissemination of outcomes for annual reporting.

- To provide day to day Line Management support and guidance to the staff team, including the management and recording of annual leave and sick days for designated staff and ensuring appropriate cover during these periods; inductions; supervision and annual appraisals
- To undertake an operational role in the provision of Young Carers Statements, supporting Young Carers to identify activities that will help them achieve their individual outcomes through their Young Carer statements and action plans based on individual needs, following up and reviewing as required
- Raise awareness and train staff and services regarding the provision of young carers statements and build networks with other agencies around this
- To provide direct support, information and training to Young Carers to assist in building social & life skills; confidence and self-esteem.
- To contribute to strategic planning and service development for Fife Young Carers.
- To attend and contribute to both internal and external meetings as required.
- To be aware of and adhere to Fife Young Carers child protection policy and the relevant procedures for Fife's Child Protection Committee.
- In liaison with FYC Management develop a strategic approach to the use of Volunteers within the activities offered by the service. Research into best practice and local initiatives currently utilising Volunteers to the highest standard and adding value and benefit the service.
- To be aware of, and work within, national & local strategies, legislation and policies relevant to Young Carers and Young Adult Carers.
- Record keeping, monitoring, evaluation and report writing
- To undertake any other duties commensurate with the grade of the post.

## **Person Specification**

### **Essential Experience, Knowledge and Skills:**

- Relevant Education, Community Development, Social Care or Youth Work Qualification at SVQ3 or above (or equivalent).
- A minimum of 2 years' experience of working in children and young people services, particularly the more vulnerable
- Supervision of staff or volunteers
- Report writing
- Knowledge of children and young people's rights and the legal implications of working with young people
- Excellent interpersonal, communication and listening skills
- Experience of networking, developing and maintaining professional relationships in both the statutory and voluntary sectors
- Able to work on their own initiative, be resilient, prioritise and organise own workload
- Experience and knowledge of using assessment tools with young people
- Ability to develop, plan and deliver presentations and training to a variety of audiences
- Ability to record, monitor and evaluate work
- Ability to empathise and offer emotional support to children and young people
- Understanding of, and commitment to, the promotion of equal opportunities, policies and practice.
- Ability to work flexibly
- Good IT skills

- Full clean driving licence and access to a car

**Desirable Experience, Knowledge and Skills:**

- Sound understanding of national child care policy, the GIRFEC agenda, Health and Social Care Integration and carer policy
- Experience of developing and managing projects/ initiatives
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- Knowledge and understanding of the statutory and voluntary sectors
- Experience of carrying out needs assessment for children and young people
- Understanding of the need for Young Carers Statements and The Carers (Scotland) Act 2016
- Ability to deliver and manage sessions to groups of young people
- Understanding of child development
- Understanding of current policy and trends in young carers issues, community care, health and social services

**Personal Qualities**

- Commitment to the rights of children and young people
- An approach to work which is positive, flexible and solution-focused.
- A willingness to work unsociable hours and to travel as necessary
- A positive approach to team working
- A creative thinker who is solution focused