### **Student Placement Programme Manager**

Four Square have an exciting new role to develop and manage our Student Placement Programme, an important part of the offer to people we support. Four Square offer students of social work and counselling a rich learning experience working alongside people who are homeless or at risk of homelessness who often are multiply disadvantaged, had many years of adversity and would benefit from the opportunity to engage in transformative relationships with professionals to help them navigate the barriers they face to achieving their goals. Students add to the support Four Square can provide people by being able to offer additional or more intensive 1:1 support or support individuals within groups.

This role is located in the city centre of Edinburgh.

**The Role:**

The Student Placement Programme Manager is a multi-faceted role which includes being a leader, role model, coach, teacher, mentor, and assessor, with a responsibility of ensuring the supervision, leadership, and development of a learner in the practice-based education environment.

You must be a qualified and experienced Practice Educator of Social Work who can use those skills to support and agency line manage learners from other disciplines, in this case counselling students on placement.

You will work alongside Universities to offer year-round social work student placements within our accommodation and community-based services and act as the students Practice Educator. Students will be undertaking their first or second placements (PL1 or 2) and the Manager should work with the student, their link worker, and teams to ensure they have opportunities to meet their learning outcomes.

Counselling students will join Four Square for 6 or 12 months and work from a community base offering client centered counselling to people who use our services. Counselling students will be offered monthly individual and group supervision in addition to their external clinical supervision. The Manager will work with Universities and other course providers to ensure students are inducted and supported according to the Counselling Practitioners guidance. The Manager will receive referrals and send to student counsellors for screening before allocating to the appropriate student.

**To be the Student Placement Programme Manager you will need:**

* Strong personal and professional values that align with our Organisational values of integrity, excellence, dignity, and support;
* Qualified as a Practice Educator for Social Work with at least 2 years’ experience in supervising students;
* A qualification in Counselling would be desirable;
* Experience of providing supervision to other disciplines;
* PVG membership;
* Driving License and access to a car;
* SSSC registered;
* Experience of developing and implementing projects and using evaluation as a method for improvement;
* Proven ability to network with other agencies and organisations;
* Ability to recognise own deadlines and prioritise workload accordingly;
* Experience of working to targets, deadlines and outcomes;
* Sound information communication technology (ICT) skills;
* A commitment to their own continuous learning and development and putting this into practice;
* Alongside delivering reflective supervision also be an active participant in regular reflective practice group supervision;
* A commitment to own individual supervision and annual appraisal;
* Membership of regulatory bodies required of the role and application of the codes and standards to practice;
* To be an active participant of the wider management team;
* To be engaged in the wider Organisation’s activities and encourage this in students;
* To demonstrate honesty, integrity, trustworthiness and be respectful to all – colleagues, people we support, partners, commissioners etc.;
* Be committed to excellence and engage in improvement plans for their service or the wider Organisation;
* Represent the Organisation and the service at external events and training.

**Duties & responsibilities:**

* Undertake the full role of Practice Educator to Social work students on placement and be the agency line manager of counselling students;
* Set out Four Squares offer to Universities and social work/ counselling students in documents and through attending events and meetings;
* Develop guidance and handbooks for students and teams, running workshops for staff to introduce student placement programme aims and objectives, policies, and procedures;
* Develop required policies and procedures for the programme and ensure they are kept up to date;
* Develop placement opportunities in teams across the organisation;
* Develop training for staff who are interested in undertaking the link worker role;
* Manage the recruitment and induction of students;
* Provide the necessary guidance, support and supervision to students, Link Workers, and teams;
* Create resources to support Link Workers, Managers, and students in their role;
* Work with universities to develop the programme and evaluate its effectiveness, making improvements where this is required;
* Complete all reports required of the placement and provide them timeously to the relevant person;
* Record both quantitative and qualitative data presenting these to the Leadership and Board on the impact of student placements in Four Square;
* Participate in the Accommodation Services on-call system, on a rota basis with other senior staff. This normally consists of telephone consultation however, in the event of an emergency, attendance at a project may be required. This may also include working on shift due to an unforeseen staff shortage.
* To attend regular meetings of the Managers Group to progress Four Square management objectives and activities.

**Terms & Conditions**

* Working 35 hours per week, flexibly between Monday to Sunday with the need to work occasional evenings and weekends;
* £33,000 per annum;
* 35 days annual leave entitlement rising to 40 days upon completion of 5 years' service.

**How to Apply**

If you are an exceptional candidate looking for a challenging and exciting role a job description and application form can be downloaded from our website or by emailing traceys@foursquare.org.uk

**Closing Date**

Closing date for applications is Friday 6th November 2020 at 12.00pm.