

**Royal Caledonian Education Trust**

**Children and Family Services Manager**

**Job Description**

**Responsible to**: CEO

**Salary:** Circa £35,000

**Hours:** 35 hours per week.

**Term:** Fixed Term for 2 years.

**Location** RCET Office, 121 George Street, Edinburgh EH2 4YN

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| **Purpose of Job**  To lead on developing and operationally managing RCET children’s services to improve the mental health and well-being of Armed Forces children, young people and families. |

**Responsibilities and Duties**

**Your Mind Matters**

* To provide overall operational management for the Your Minds Matter service, working in partnership with SAMH to ensure delivery of activity and outcomes for external funder.
* To work alongside the RCET Children and Young People’s Participation Manager to ensure a coproduction approach underpins all new and existing children and families service models.
* To provide supervision and support to staff within the RCET digital element of Your Mind Matters.
* To be responsible for monitoring, evaluation and reporting on Your Mind Matters across the partnership.
* To ensure the learning from this service is shared, internally and externally and informs our policy and comms work.
* To develop effective relationships with children, young people and parents which will enable positive experiences for children and their families.
* To establish external relationships to further develop the Your Mind Matters Service.
* To have an understanding of and comply with RCET’s procedures for promoting and safeguarding the welfare of children and vulnerable adults.
* To identify, develop and manage internal and external resources and programmes to assist in meeting children’s and families’ needs.
* To have a knowledge and understanding of appropriate resources and community and statutory services, including Mental Health Teams, Social Services, Health and Social Care, CAMHS, Schools and voluntary services, and communicate effectively with them in the best interests of the children and families.
* To attend conferences, review meetings, supervision and training sessions as requested.
* To maintain child and or family case files and share relevant information with other agencies as per data sharing policy.
* To seek out opportunities to enable research into RCET activities.
* To stay abreast of research related to MHWB, service design and digital to ensure services are up to date.
* To undertake any other relevant duties as requested by the CEO.

**Development of new RCET Mental Health and Wellbeing Service delivery models**

* To proactively develop additional service delivery and support models to address the needs of Armed Forces children, young people and families particularly in relation to mental health and wellbeing. This is likely to include developing a Trauma Informed Family Support model, individual, group and peer support models.
* To work with RCET fundraising manager to secure funding for new service delivery models.
* To operationally manage new service mobilisation and delivery including recruitment, induction and supervision of staff.
* To identify any other opportunities to develop RCET services to achieve our ambition.

**Grant programme support**

In the absence of the Grants Manager, to provide temporary cover for periods of leave, for the administration of our programme of grants:

* Ensure correct assessments are undertaken to identify children’s and families’ needs and provide direct support based on those assessments.
* Within the criteria agreed by the CEO, taking responsibility for making decisions on financial assistance awards up to a pre-agreed level of funding.
* Maintain child and or family case files and share relevant information with other agencies to work towards integrated assessment of a grant award.
* Maintain accurate records and contribute to reports, monitoring and evaluation.

**Person Specification**

**Skills and Experience**

Essential

* Professional qualification and background in a relevant field e.g health, education, social care etc
* A minimum of 5 years experience in working with children and young people’s mental health and wellbeing
* Strong children and young people’s service delivery, including family support and management experience
* Strong breadth of experience on the field of mental health and wellbeing, including an understanding of the current research/evidence base
* Staff supervision and support experience
* Strong experience of coproducing new services with children and young people
* Experience of external partnership working
* Experience in new business development and in working with and reporting to funders
* Strong experience of new service mobilisation
* Strong understanding of the determinants of mental health and wellbeing
* Experience of providing trauma informed service delivery
* Experience of working within a child protection framework
* Strong organisational skills
* Excellent interpersonal skills
* Solid IT skills (Word, Excel, PowerPoint, Access, Outlook)
* Ability to work effectively within a small team, using own initiative, prioritise and organise own workload.

Desirable

* Understanding of the Scottish education sector and/or the issues affecting Armed Forces families
* Experience of working alongside colleagues in policy, evaluation and research
* Experience and understanding of social models of support
* An awareness of social media and experience of its use

**Pension Scheme.** RCET offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with RCET contributing up to 4% of gross salary.

**Annual Leave.** RCET leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rata for part time employees.