Job title	Support Service Team Leader
Reporting to	Service Manager
Hours	35 hours per week Mon-Fri
Salary	£28,890 - £32,000 depending on experience & qualifications
Pension	Employers' contribution of 8%
Contract type	Permanent
Closing date	1pm on Sunday 30th May
Video call interviews	Week commencing 14th Jun 2021 (Lasting up to 1hr 30 min)
Location	Home based; occasional site visit travel within Argyll & Bute
On call	Sharing the management role for staff covering refuge on call
Additional	Deputising for the manager when she is unavailable

Job Summary: Team Leader Post (Reporting to the Manager)

ABWA seek to recruit a highly skilled and experienced team leader with a calm and focused approach to service delivery and problem solving. Working in our busy, fast-paced and challenging environment, you must be capable of navigating competing demands on your time, while carrying out day to day direct line management responsibilities for our experienced and dedicated support staff. Our ideal candidate will be an enthusiastic, solution focused individual.

The remit will include:
- Service user intake work, including risk assessment, and case allocation.
- Providing case guidance and debrief support as required.
- Carrying out routine caseload reviews with key workers.
- Delivering staff support & supervision and appraisal.
- Monitoring quality assurance of service delivery and actioning any resulting requirements.
- Contributing effectively to the drafting of funding bids and outcome reports.
- Supporting the manager in areas of development, service improvement and inspection.
- Project and service development.
- Deputising for the manager when she is unavailable.

As this is a remote, home based post, it is open to applicants living in other areas of Scotland out with Argyll & Bute.

This job summary does not cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above.