



CHILDREN AND FAMILY SERVICES MANAGER

Reporting to: Chief Executive Officer
Salary: £35,000.00
Hours: Full-time (Two-year fixed contract) (35 hours per week)
Location: Home based/15 Hill Street, Edinburgh, Midlothian, EH2 3JP

JOB PURPOSE

To lead on developing and operationally manage Forces Children Scotland's services to improve mental health and well-being of children, young people and families from serving and veteran backgrounds.

RESPONSIBILITIES AND DUTIES

Your Mind Matters

- Develop, mobilise and provide overall operational management for our Your Mind Matters service, ensuring delivery of activity/outcomes for external funder.
- Work alongside Forces Children Scotland's Children and Young People's Participation Manager to ensure a co-production approach underpins all new and existing children and families service models.
- Provide supervision and support to staff.
- Monitor, evaluate and report on Your Mind Matters.
- Ensure learning from this service is shared, internally and externally and informs our policy and communications work.
- 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.

Forces Children Scotland (formerly known as Royal Caledonian Education Trust)
Scottish Charity Number: SCO38722
Patron: Her Majesty The Queen

Registered Address: 15 Hill Street | Edinburgh | EH23JP

- Understand and comply with Forces Children Scotland's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- Identify, develop and manage internal and external resources and programmes to assist in meeting children's and families' needs.
- Possess 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.
- Attend conferences, review meetings, supervision and training sessions as requested.
- Maintain child and/or family case files and share relevant information with other agencies as per data sharing policy.
- Seek out opportunities to enable research into Forces Children Scotland activities.
- Stay abreast of research related to MHWB, service design and digital to ensure services are up to date.
- Undertake any other relevant duties as requested by the CEO.

Development of new Forces Children Scotland Mental Health and Wellbeing Service delivery models

- Proactively develop additional service delivery/support models to address the needs of children, young people and families, from serving and veteran backgrounds 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.
- Work with Forces Children Scotland's Marketing, Communications and Development Manager to secure funding for new service delivery models.
- Operationally manage new service mobilisation and delivery including recruitment, induction and supervision of staff.
- Identify opportunities to develop new services which will help to achieve our strategic ambitions.

Grant programme support

In the absence of the Grants Manager, you will provide temporary cover for periods of leave for efficient 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 five years' experience working within children and young people's mental health and wellbeing.
- Strong children and young people's service delivery experience, including family support models and project management.
- 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 co-producing new services with children and young people.
- Experience of external partnership working.
- Experience in new business development 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 (both serving and veteran).
- 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/application.

PENSION SCHEME

Forces Children Scotland 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 Forces Children Scotland contributing up to 4% of gross salary.

ANNUAL LEAVE

Forces Children Scotland 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.

DISCLOSURE

An Enhanced Disclosure Scotland Check will be required as part of our selection process.