**Team Manager**

**Keeping Connected Project**

 **Includem Job Description**

 **Job Title:** Team Manager

**Service:** Keeping connected 1:1 mentoring, supporting positive mental health and wellbeing, Fife wide

**Hours and work pattern:** 37 hour per week – Flexibly 5 days over 7, from 8am – 10pm with overnight back up responsibilities on a planned basis.

**Reports to:** Assistant Service Manager

**Financial Accountability:** Low / Medium

**Salary:** starting salary £ 34,083.00 gross p/a

**Holiday entitlement:** starting at 28 days per annum plus 9 public holidays.

**Base:** Includem, Unit L, Telford Road, Glenrothes, KY7 4NX

**Purpose of Role**

At includem we work closely with children, young people, families, and services across the community to support young people to make positive life choices and progress towards the type of future they want to live. Keeping connected focuses specifically on providing 1:1 mentoring support and groupwork to promote positive mental health and wellbeing.

Overall, the focus of the Team Manager is to lead and develop a team of professional individuals to be accountable, responsible to take managed risk to meet the needs of the young people, their families/carers and service funders from entry through to move on, ensuring outcomes are evidenced and recorded on our Management Information System.

Engage effectively with partner agencies on a day-to-day basis and also pro-actively seek new opportunities for partnership/collaborative working.

Models’ positive leadership that is accountable, positively role models and leads by example.

Ensure evaluation of Includem service is happening at all levels and that information is actively recorded and utilised to promote services internally and externally.

# Main Duties and Responsibilities

The role requires you to be the first point of contact for the Keeping Connected service, supporting positive mental health and wellbeing of young people aged 10 – 25 across the 7 localities of Fife. The team manager will also oversee the Wellbeing in Fife service in Dunfermline and South West Fife as part of the overall framework, Our Minds Matters. This framework will take a whole family approach and be supported by different roles of whom you will be responsible for the direct supervision of: Mental wellbeing support workers, Mental wellbeing befrienders and community engagement workers.

You will be responsible for the coordination of the service, working in close partnership with both CAMHS and the Pupil Support Team whilst also managing a self-referral route. You will also be responsible for regular communication, alongside the assistant service manager to the Fife council project lead and strategic oversight group. Within the team manager role you will have responsibility to the 24/7 management back up support on a planned basis.

**Duties include:**

The team manager will need to develop an in-depth knowledge of Fife’s localities and strategic aims of the HSCP, Council and NHS Fife.  They will be responsible for:

* Managing referral processes and enquiries
* Overall coordination and deployment of Mental Wellbeing Support Workers, Befrienders and Community engagement roles and bringing together a staff team for consistency and strategic practice sharing
* Responsive deployment to ensure effective support which contributes to Fife Council’s No-Wrong Door policy, whereby all children and young people will access the right support for them at the right time.
* Managing and motivating a staff team
* Providing support and supervision to staff in coordination with CAMHS support and supervision
* Oversight of project development, challenges, patterns, partnerships across localities to provide strategic input to Fife Council and HSCP
* Ensuring effective data recording, evaluation and reporting of bi-monthly and twice-yearly performance
* Providing a lead focus within the key partnership
* On-going consultation to understand developing needs
* Service design / development with children, young people and families
* Work with community partners to develop groupwork to address identified need
* Liaison with HSCP and Fife Council
* Oversight of project development, challenges, patterns, partnerships across localities to provide strategic input to Fife Council and HSCP
* Support 24/7 management in a backup role on a planned basis
* Any ad hoc duties as reasonably directed by an includem manager

# Additional Information

There may be an additional requirement for some travel between includem offices. This role **will require you to drive, with access to your own car for work purposes.**

**Qualifications**

* You will be educated to SCQF Level 9 <https://scqf.org.uk/level-9/> or have relevant skills and experience in working with young people or young adults with mental health needs at a similar level.