



Job Description

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| Job Title: | Team Leader |
| Service: | Justice |
| Responsible To: | Youth and Community Justice Manager |

Overall Purpose of the Post

Sacro's Vision: *Scotland will be a place of safety, inclusiveness and wellbeing for everyone.*

Sacro's Mission: *To deliver life changing services that empower people, give hope and protection, and help to build safe communities.*

To fulfil Sacro's mission by: Helping your team to deliver excellent services and support to the people we work with and to each other.

Overall Purpose of the Role:

- To manage the day-to-day operations your team and to ensure that a high quality of service is provided to the people we work with by team members and volunteers.
- To be responsible for the day-to-day decision making in relation to the service.
- To be support and manage your team.

Main Duties and Responsibilities

1. Quality

- To ensure the best quality service is provided in line with national and Sacro standards and our local service agreements or contracts.
- To constantly review standards of practice and make changes and improvements.
- To respond to any inspection of services and implement any action plans for change.
- To ensure that all quality monitoring reports are completed.

2. People

- To manage and support team members in line with Sacro guidance and ensure regular support and supervision for all team members, ensuring good records are kept.
- To assist with the recruitment and selection of new employees and volunteers to the team
- To assist in the checking and approving of monthly payroll for the service.

- To assist with the induction and ongoing development of new employees to Sacro
- To promote good working relationships working with your manager.
- To oversee the work of volunteers/student placements and others as needed.
- To ensure that the whole team are aware of their responsibilities for HR, IT, Finance, H&S, Admin and Data Protection under Sacro's Policy & Procedure and they are applied consistently.
- To work closely with the Human Resources team to get the right advice and resolve any issues promptly and correctly.
- To assist in the delivery of training to Sessional Workers and Volunteers.

3. Finance

- To be responsible for day-to-day expenditure and monitoring of budgets, consulting with your manager for support and advice.

4. Health and Safety

- To always have Health and Safety as a priority and support the team to comply with Sacro Health and Safety Policy and Procedure, seeking advice as appropriate. This will include:
 - Completion of local records of health and safety incidents ensuring your manager is informed and necessary remedial action is taken.
 - Assisting in the completion of risk assessments.

5. Planning

- To be responsible for delivering services that are described in the service plan.
- To ensure that recording systems for the service work well and are used effectively.
- To be aware of the potential future business development and discuss with your manager.
- To assist in the completion of reports about the service.
- To support the development and promotion of the service.
- To drive specific projects in line with the operational plan.

6. Caseload

- To have responsibility for managing new referrals for the service.
- To liaise on a regular basis with stakeholders and accept and or decline new referrals.
- To regularly review team caseloads with your manager.
- To ensure accurate and careful gathering of data relating to clients for transfer to appropriate databases and support the production of accurate reports.

- To ensure case notes on clients are written up accurately and timeously.
- To ensure that standards relating to confidentiality are always maintained.

7. Other

- We may ask you to undertake other duties that fit with this role, in support of your manager and colleagues.
- Sacro is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Sacro recognises the real organisational benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity. It is the individual responsibility of every member of staff to maintain an environment which values diversity.
- The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.
- All employees are required to adhere to Sacro's Health and Safety policy and to implement this in their working environment and practices.
- Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible, to cover for colleagues.

Outline of Main Terms and Conditions of Service

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| Salary: | SCP 31 – 34, £29,087 - £32,468 pro rata |
| Leave Entitlement: | 31 days annual leave plus 6 fixed public days (pro rata for part-time colleagues). |
| Hours of Work: | 22.5 hours per week. Evening/weekend work will be required. |
| Condition: | Post is subject to PVG membership. |
| Travel: | Travel will be required for which a valid driving licence and access to a car is required. |
| Pension: | Sacro employees are automatically entered into the Sacro Group Personal Pension Scheme or membership of current scheme continues. |
| Work Base: | Kirkcaldy or at any location as required by Sacro. Sacro reserves the right to change office base location within reasonable parameters. |
| Notice: | 4 weeks, in writing |
| Benefits: | <ul style="list-style-type: none"> • Policies and family friendly. • Generous annual leave entitlement. • Employee wellbeing scheme. • Pension scheme and death in service. • Learning and development, progression and qualifications. • Opportunity for growth and development. • Enhanced company sick pay. • Cycle to work scheme. • Flexible and hybrid working. • Work-life balance. • Additional annual leave day for birthday. • Employee discount scheme. • Scottish Social Services Council Fees paid (where applicable) |

Person Specification

| ACriteria | Essential | Desirable |
|----------------------------------------------------------------------|-----------|-----------|
| Qualifications | | |
| Minimum SVQ Level 3 in a relevant subject | X | |
| Experience | | |
| Minimum of three years working in appropriate role | X | |
| Some experience of social care or wider environment | | X |
| Some people management and HR processes | X | |
| Successful budget management | | X |
| Stakeholder and relationship management | X | |
| Risk management – working knowledge | X | |
| Planning and project management | | X |
| Skills and Knowledge | | |
| Best practice in one or more of justice/social care/housing services | X | |
| Applicable legislation and processes | | X |
| Communication both written and verbal | X | |
| Team building and people management | X | |
| Stakeholder management | X | |
| Planning services | | X |
| Project management | | X |
| Use of MS Office tools | X | |