

# Y sort it

## Job Description



Post Title: **Care Experience Support Manager**

Location: **West Dunbartonshire**

Term: **18 Month Fixed Contract**

Reports To: **Y sort it Management**

Salary Scale: **£31,139 - £34,026**

Hours – **Full Time - Flexible Working**

### Job Description

We are seeking a dynamic, highly motivated individual who will play a key role in developing and delivering a program of support services and activities for Care Experienced children and young people across West Dunbartonshire.

This exciting post offers a unique opportunity to develop, deliver and evaluate services, learning opportunities and mentoring activities, that supports care experienced children & young people to reach their full potential.

The main aim of the role is to ensure Y sort it plays an integral role in supporting Care Experienced children & young people with their school, family and community life. We aim to build on the aspirations care experienced young people via The Promise, along with our local partners within West Dunbartonshire Promise Keepers, an established group of stakeholders.

You will be directly managed by Y sort it Head of Services & Development. The postholder will be responsible for the management of the Y sort it Care Experienced Staff & Volunteer Team.

### Purpose and Objectives

The postholder will provide critical support to Y sort it, schools, and communities to drive West Dunbartonshire's Integrated Childrens Services Plan for care experience children and young people. You will lead and co-ordinate the team and activities required to do so. With support from West Dunbartonshire Education, Promise Scotland / Corra Foundation and Inspiring Scotland / Intandem - West Dunbartonshire is one of eleven local authorities in Scotland to adopt the approach of Intandem Mentoring model [About intandem - intandem](#) and a carryout a Test of Change initiative with the aim to develop a Supportive School

Structure (Right to Education) for Care Experienced children and young people across West Dunbartonshire.

The post holder will have a primary focus on developing & evaluating the impact of learning opportunities, to raise the attainment of care experienced young people and support our established Intandem Volunteer Mentoring program, by focusing on children and young people aged 8 to 14 who are subject to a compulsory supervision order (or at-risk of becoming so), living at home or in kinship arrangements (ages 8-16 years).

You will be responsible for leading, supporting and managing a team of staff and volunteers, and must demonstrable recent knowledge and experience of the Promise, GIRFEC (Getting it Right for Every Child), UNCRC (United Nations Convention on the Rights of the Child). Experience of monitoring and evaluation frameworks, writing funding bids, and the ability to work independently as well as part of a Leadership & Management Team.

The post holder should be flexible as the actual times of work will involve working, evenings, school holidays and weekends . The post holder should be flexible as the actual times of work may change to respond to the demands of the work.

## **Requirements**

You will have a degree or equivalent in Social Work, Community Education, or in the field of Health or Health Promotion, or relevant / equivalent experience.

## **Responsibilities:**

You will have experience of Community Development approach, relevant experience in a community based/voluntary role with children, young people and/ or families. You will have an awareness/experience of primary prevention approaches and experience of developing and implementing action plans. You will have excellent leadership, oral and written communication skills with the ability to communicate with a variety of stakeholders, good interpersonal skills, with the ability to influence stakeholders to bring people together. You will have good assessment and reporting skills with the ability to work with members of the public, to work without constant supervision, and meet deadlines, to identify and apply for appropriate funding and the ability to work flexible hours.

Please note, a driving license is essential for this role.

This post is considered Regulated Work with Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme update check, prior to a formal offer of employment being made by Y sort it.

## **Main Role & Key Duties**

- Develop, implement and deliver Y sort it Service Delivery Plans for Care Experienced children and young people, with action planning & project management.
- Support the delivery of the West Dunbartonshire's Integrated Children's Services Plan.

- Deliver presentations including local data with wider groups and partnership teams, related to Care Experienced young people to broaden understanding
- Engage with children, young people, families, schools, communities to establish the needs of Care Experienced children and young people, developing effective youth participation and youth voice for positive change.
- Build strong relationships with schools and other community organisations.
- Manage, support & develop Y sort it Care Experienced Youth Team, with the support of the Intandem Volunteer Mentor Coordinator.
- Manage budgets to support Y sort it Care Experienced program and services
- You will lead and manage specific aspects of Y sort it services and ensure that specific support functions and are appropriately delegated and managed throughout the Leadership & Management Team.

### **Skills & Abilities**

- Ability to use initiative to deliver agreed outcomes on multiple strands of work by agreed deadlines.
- Experience of managing multiple and varied projects and/or events at the same time.
- Experience of monitoring, evaluating, and communicating information in a range of formats.
- Experience of building and maintaining relationships with a diverse range of individuals and organisations.
- Excellent knowledge and practice of participation methods and methodologies.
- Excellent knowledge and experience of working with young people from a range of different backgrounds.
- Ability to write funding bids, including presenting evidence to support funding applications.
- To organise, prioritise and manage your workload in an effective and efficient manner
- Excellent written and oral communication skills.
- Must hold a UK Driving License

### **About us**

“Y sort it is a young person led service, providing opportunities that responds to the support needs of local young people and inspires them to reach their full potential- we will #Connect # Support #Inspire WD Young people”.

Y sort it Youth project is aimed at young people aged between 8-18 years old that reside within West Dunbartonshire. We are unique in the fact that Y sort is governed by a Youth Management Board, with all members registered as company directors. This ensures that Y sort it continues to be FOR young people BY young people of West Dunbartonshire.

Young people of West Dunbartonshire will reach their full potential through learning and have the capacity to make informed choices and play a key role in decisions that affect their lives.

**Application notes**

Application deadline is **1<sup>st</sup> July 2024**

Interviews will be held on 8<sup>th</sup> or 9<sup>th</sup> July 2024

Late applications will not be accepted.

To apply for this role, please read the application guidance and send completed application form by email to [info@ysortit.com](mailto:info@ysortit.com)

If you would like a confidential discussion about this role please contact Claire McGinley, Head of Services & Development [claire@ysortit.com](mailto:claire@ysortit.com) (Mobile) 07593 311 168