

Job Description

Job Title:	Team Lead
Employer	Home-Start Glasgow North and North Lanarkshire (HSGNNL)
Location:	Families Here and Now - North Lanarkshire Hubs
Hours of Work:	35 hours per week (across some evenings and weekends)
Salary:	£32,327 - £36,449
Responsible to:	Senior Manager, Home-Start Glasgow North and North Lanarkshire
Responsible for:	Family Support Workers, Volunteer Coordinator

Purpose of the job

To manage the delivery of an outreach support service across the North Lanarkshire area, based in or around community hubs/schools/nurseries and family homes.

Main Responsibilities - Leadership and management

- Work with Family Support Workers to develop a range of preventative and early intervention 'whole family' support as part of a collaboration with Barnardo's, Action for Children and Impact Arts. This includes pregnant parents, families with young children and children up to the age of 18 (up to 26 if care experienced).
- Provide a high quality service to children and their families referred into the Families Here and Now service based on an assessment of needs and outcomes.
- Work closely with and support colleagues across the four partners to ensure parity in services.
- Report to and support the Senior Management Team to ensure the effective strategic management, development and delivery of objectives and commitments.
- Work closely with senior managers in operational and strategic planning.
- Support the organisation in the recruitment, selection, induction, management and deployment of all paid employees.
- Promote the services of the Families Here and Now project across local communities.
- Provide direct and overall line management of staff, applying appropriate policies and procedures.
- Provide support and supervision to staff and share knowledge and experience through coaching and mentoring.
- Participate in multidisciplinary meetings.
- Support the admin team to ensure administration, monitoring and financial systems are in place.
- Support the Family Support Workers and Volunteer Coordinator in recruiting, training and supporting volunteers.
- Produce and present analytical and written reports using data and other sources to improve performance and service delivery.
- Ensure casework standards are adhered to from referral through to closure of cases using appropriate IT systems.
- Work closely with senior managers to ensure budgets are managed in accordance with agreed procedures.
- Promote the work of the organisation externally and network as required to raise the profile of the project.
- Work with the wider staff team to ensure a social media presence at all times.
- Deliver a safe and positive work and service environment through compliance with all safeguarding, safer recruitment, and health and safety policies and procedures.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current at August 2024.