

Job description

Assistant Team leader – Child Services

Reports to:	Operational Manager – Child Services
Department:	Outreach services
Salary range:	£14,872 plus on-call allowance (FT £29,744)
Hours:	20 hours per week plus the expectation of evening and weekend as required
Location:	May Terrace, Giffnock, G46 6LD

Principal contacts

a) Internal

Chief Executive
Finance and Corporate Services Team
Depute CEO
Training Co-ordinator
PA and administrative staff team across Cosgrove
Supported Living Manager
Outreach Services/ Supported Employment Manager
Child Service Team Lead
Fundraising Team
HR Manager
Volunteer Co-ordinator
Health and Safety Leads
Operational Teams

b) External

Commissioning Teams in Local Authorities and Health and Social Care Partnerships
Umbrella Bodies - Youthlink, CCPS, SCVO, The Alliance, SCLD
Health Sector Commissioning contacts
External Contractors
Families and carers

Main Purpose of Post

Working as a key member of the Outreach Children's Service this role will focus on the delivery of high quality group support, to support children and young people attending our Weekend Warriors club.

You will be responsible for the opening and closing of the building alongside an external security company, setting up of activities, delegating tasks and activities to a team of support workers and ensuring the health, safety and wellbeing of children attending the club. You will manage any incidents, accidents, safeguarding or staff practice issues in line with Cosgrove's policies and procedures.

You will liaise with families and carers updating them on the children's engagement with the session and any health and wellbeing issues or concerns, and with statutory services if required.

Work as part of the on-call rota providing professional and comprehensive on-call support.

Key Responsibilities

- Have a strong commitment to delivering supports and services consistent with, the organisational values, **Respect, Integrity, Compassion** and **Excellence**, and person-led in approach.
- Support the team leader to lead, drive and empower the support teams to work together to meet individual outcomes and enhance young peoples' lives.
- To be focused on delivering supports and services consistent with UNCRPD and UNCRC, as well as Cosgrove values at all times. Supporting individuals with personalised plans in their identified outcomes.
- Manage rota systems ensuring staff are matched and deployed appropriately in line with the needs of the people we support, managing absence and changes as required and ensuring accurate, up to date reporting with other organisational departments including HR, Finance and administration.
- Induct and supervise staff within your team.
- To take responsibility for implementation of infection control procedures undertaking additional training as required. Completing risk assessments and ensuring appropriate mitigations are actioned.
- Undertake training that will help develop you within the role.

General

- To maintain and develop organisational culture, values, reputation with all staff and stakeholders, ensuring compliance with the stated Cosgrove position at all times.

- Be proactive in keeping up to date with best practice, legislation and developments within social care and co-ordinate and contribute to your continuous professional development (CPD) and encourage staff to do the same
- To assist with the development, review and maintenance of organisational policies.
- To ensure that all recording, auditing and measurement processes are followed in line with Cosgrove policies and procedures. To ensure accurate reporting to all operational and governance committees as requested.
- To abide by and promote Cosgrove's Policy of Informed Choice, its Vision and Values and Equal Opportunities Statement.
- To actively engage with IT developments and maximise the use of technology and innovations to enhance the efficiency, effectiveness and impact of the work of Cosgrove Care.
- Any other reasonable duties as may be required according to operational requirements. This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Person specification

Assistant Team Lead

Qualifications/Education/Knowledge

- Relevant qualification in line with requirements of SSSC Registration:
- SVQ Level 3 Health & Social Care (or equivalent) **Minimum;**
- SVQ Level 4 Health & Social Care
- Relevant Management Qualification in line with requirements of SSSC Registration:
- SVQ Level 3 Management **Minimum;** OR Commitment to achieve within the agreed timescale for registration purposes.

Experience

- Proven track record of a minimum of 3 years' experience in a Social Care setting
- Proven track record of a minimum of 1 years' supervisory/senior experience

Abilities and Skills Required

- Full current driving licence and willingness to drive own vehicle or company vehicles
- Computer literate (competent in Word, Excel, PowerPoint, outlook, CMS)
- Proven track record of working as part of a team
- Demonstrate an ability to produce a high standard of written work
- Demonstrate an ability to communicate verbally throughout all levels of the organisation
- Evidence the ability to build strong professional relationships with families and external partners
- Demonstrate an understanding of the Jewish Culture and way of life and the ability to work in a culturally sensitive setting
- Evidence of the ability and experience of supporting and supervising staff
- Proven ability to prioritise workload/work to deadlines
- Demonstrate the ability to work as part of a team and on own initiative in a creative and flexible way
- Demonstrate good time management skills
- Proven ability of report writing and assessment skills

Personal Qualities and Values

- Commitment and understanding of team work and collaborative working
- Strong commitment to inclusion and change development issues.
- High attention to detail and accuracy
- Diplomacy, strong values and commitment to the work of Cosgrove Care.
- Excellent interpersonal skills with evidence of developing and maintaining positive working relationships

Desirable

- Confident in using digital tools to communicate with stakeholders and willing to learn new digital skills relevant to the role.
- Confident in using Customer Relationship Management databases and have a good overall understanding of computer systems
- A relevant SVQ2 in Health and Social Care, Promoting Independence (or equivalent) or have the ability to progress to such a qualification.
- Previous experience with supporting adults in a care at home setting or adults with additional needs