CROSSREACH
Care you can put your faith in

JOB DESCRIPTION

POST OF: Children Services Manager (Children with Disabilities and Family Wellbeing)
RESPONSIBLE TO: Head of Service

MAIN ROLE

Responsible for:

- The overall management, improvement, and development of services for children with disabilities, family support and play.

- Supporting and developing a culture of continuous learning and development, innovation, and improvement within service teams.

Seeking opportunities to work collaboratively and in partnership with both internal and external stakeholders

MAIN RESPONSIBILITIES

OPERATIONAL DELIVERY

1. Through relational and collaborative leadership, set a clear direction for services.

2. Through the effective line management of Service and/or Team Leaders, ensure that:
   - The day-to-day operations of services are effectively and efficiently managed.
   - Services comply with all relevant legal and regulatory requirements, as well as adherence to CrossReach policies and procedures.
   - Services achieve the highest professional and regulatory standards of quality and practice.
   - Effective monitoring is in place for outcome and performance reporting.

CONTINOUS LEARNING & IMPROVEMENT

3. Within an annual review and planning cycle, assist the Head of Service to work collaboratively with service teams to draft and implement annual improvement plans.
4. Support and develop innovative practice to meet the needs of children, young people, and families by overseeing a culture of learning and transparency within service teams.
5. Identify opportunities for service development and/or collaborative working (eg, internal and external stakeholders) that will achieve and enhance outcomes for children, young people, and their families.
6. In collaboration with the senior management team, develop the strategic direction of services.

FINANCIAL AND ADMINISTRATIVE MANAGEMENT

7. Assist the Head of Service as required in the preparation, management and monitoring of the annual operating budget.
8. Manage the service budgets within defined parameters and carry out regular financial checks.
9. Through the effective line management of Service and/or Team Leaders, ensure finance related processes and procedures are adhered to.
10. Assist the Head of Service as required in the preparation and drafting of funding applications and monitoring reports.
11. Ensure that client records are maintained in line with CrossReach policies.
12. Contribute to the maintenance of systems, to gather, record, and store data/information.

13. Responsible for monitoring the quality and accuracy of reporting and recording of information.
14. Monitor and ensure that all communication is accurate and timely.

HUMAN RESOURCES

15. Responsible for the line management and direct supervision of Service and/or Team Leaders.
16. Ensure that CrossReach HR policies are implemented and understood by all staff and hold responsibility within delegated powers for the discipline of staff when appropriate.
17. Assist in the recruitment and selection of staff as required.
18. Ensure the successful delivery of the induction and learning pathway for service teams.

PROFESSIONAL DEVELOPMENT

19. Able to register with the Scottish Social Services Council and be committed to ongoing professional development in line with the requirements of the SSSC Codes of Practice.
20. Participate in staff development programme and attend meetings, training courses and seminars as required.
21. Maintain professional standards and meet minimum standards required for SSSC registration.

PERSON SPECIFICATION

QUALIFICATIONS:	
The role holder will be required to be registered/or be able to register with Scottish Social Services Council (SSSC) and have or attain within the registration period the minimum qualification of HNC Social Care and SVQ Level 4.	E
Desirable qualifications may include Degree level study in Social Work, Education or Psychology.	D
Management and Leadership qualifications are also desirable, or a commitment to undertake them.	D

SKILLS AND EXPERIENCE	
• Experience in the field of social work or equivalent field and a proven track record of developing new services.	E
• Proven ability to lead a team of staff, set objectives and priorities, monitor performance and progress against multiple targets.	E
• Able to manage, coordinate and prioritise a competing workload to a high standard and with limited supervision.	E
• Postholder must possess computer literacy skills and have a working knowledge of Microsoft Office.	E
• Experience of setting budgets and delivering financial performance in line with budget	D
• Experience of managing a portfolio of services with multiple teams and external partners in the Social/Public Sector.	D
• Excellent written and verbal communication skills, including excellent report writing skills.	D

PERSONAL
Full Driving Licence or commitment to achieving this within agreed timescale As we do our work in Christ's name the job you have applied for requires you to have a Christian faith and be able to work within and uphold our Christian Ethos (this is an ongoing occupational requirement under the Equality Act 2010). This post requires you to be a member of the Protecting Vulnerable Groups (PVG) Scheme and undertake the necessary vetting checks. It is your professional responsibility to ensure that you meet the standards and criteria for registration.

VALUES
1) To accept and respect each person for their individual worth. 2) To consult with and involve individuals and/or their representatives in issues that affect them. 3) To ensure that the reasons for our actions are transparent and that we act with integrity. 4) To treat everyone with fairness and consistency and to be accountable for our actions. 5) To seek to serve and support everyone in a spirit of grace, humility, and compassion.