**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Children and Young People Community Lead |
| **Grade & Salary:** | WM P01-£36,084 per annum |
| **Hours of work:** | 37.5 hours |
| **Line Management Reports:** | Mental Health Youth Workers  Be Kind to Your Mind practitioners |
| **Accountable to:** | Head of Services- Children and Young People Services |
| **Functional Responsibility:** | Operational delivery of BWW Mind CYP services |
| **Job Purpose:** | This is an incredibly exciting time to join an expanding team working to support Children and Young People’s mental health services at BWW Mind. The CYP Lead will work in partnerships with our existing Head of CYP Services and Clinical Leads to support the strategic growth and development of BWW Mind CYP services. Essential to this role is designing and developing new CYP services, recruitment, training, quality and governance, staff supervision, reporting on Key Performance Indicators (KPIs) and maintaining good relationships with the commissioners and other key stakeholders. |
| **Based at:** | Some travel will be required as part of the role including attendance at other BWW Mind locations across the London area.  (Flexible working arrangements as agreed with Line Management in line with business requirements). |

**Main Responsibilities**

**Operational**

**Lead on the contractual relationship for the CYP services and ensure the services are meeting contractual obligations, through strategic oversite, including quality, governance, resources, and performance.**

* Lead on the monitoring and compiling of reports for commissioners & BWW Mind SMT in regard to KPIs and key trends. Where targets are not being met, take proactive steps to ensure that targets are met and where possible exceeded.
* Develop and maintain relationship with key stakeholders such as CCG, CAMHS, impatient services, YOT, Children Services, GPs, Youth Clubs and other third sector organisations. Take the lead in facilitating effective partnership working and redress any partnership issues swiftly and professionally.
* Represent and promote the CYP Service at key forums and meetings; locally, regionally and nationally if required. Come to meetings prepared with key data and information. Develop and design professional and engaging power point presentations (updated quarterly) that can be showcased as requested.
* Build new partnerships and jointly with Head of CYP services identify opportunities for additional funding for BWW Mind’s CYP mental health services.
* Lead on the development of the best practice across CYP services including involvement in funding applications and where funding is successful the implementation of new CYP services (the recruitment and training of the staff team and developing key policies and procedures).
* Manage CYP staff, ensuring the provision of safe and effective services. Ensure that optimum staffing levels are being met.
* Oversee all risk and safeguarding issues within the CYP services. Lead on Serious Incident Reviews in conjunction with the Head of CYP Services.
* Ensure an up-to-date risk register is kept and risks are identified properly, and remedial action is carried out promptly.
* Lead on internal audit of the CYP service and implement service improvement plans as required.
* Support the strategic growth and development of the CYP Services across BWW Mind.
* Ensure staff have training in areas pertinent to their roles.
* Take part in National Mind initiatives around CYP services and imbed best practice within our local services.
* Assisting the Head of Services where required in initiatives that support the wider governance and strategy of BWW Mind.

**Policy and Service Development:**

* To develop and support service innovation and effective service model
* Ensure that all staff within the team are aware of relevant policy and procedures and that communication is developed and deployed appropriately.
* Maintain a good knowledge of emerging policies from government departments, the organisation in defining the strategy. To support delivery of the NHS Long Term Plan.
* To develop and maintain appropriate links with agencies concerned with the health, welfare and development of Children and Young People with mental health problems
* Working across multiple agencies outside of the Mind in Brent, Wandsworth, and Westminster
* To develop and support on policy development with impact across the organisation.

**Financial and Physical Resources**

* Budget setting across a range of areas/services of community Programmes, managing and monitoring related activity, liaising with Finance colleagues to ensure appropriate costings, and ensure compliance with standing financial instructions.
* Responsible for ensuring adherence to the Children and Young People Services operational budget, ensuring appropriate documentation is available for scrutiny. Constantly striving for value for money and greater efficiency.
* Supporting and for providing guidance, management and assurance on the procurement of identified products, equipment, services and facilities for assigned Children and Young People Services.
* Supporting and developing, recommendations, providing advice and able to prepare strategic reports/briefings as required.
* Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year.

**People Management**

* Support and develop the Children and Young People Services Directorate i.e building a collaborative working environment and an innovative culture.
* To support, develop and inspire staff throughout the strategy to role model leadership and innovation.
* To support and develop multiple teams to ensure the deliverables of the Long Term plan are met in a timely manner, to the required standards and within budget.
* Support and work across the wider organisation to agree prioritisation of blocks of work and related resource allocation.
* Supporting and responsible for the recruitment and development of the staff, including undertaking appraisal and personal development and, where appropriate, progressing any disciplinary or capability issues.
* Responsible for managing multiple functions within the
* To manage people effectively, ensuring accountable line management arrangements are maintained
* To promote equality of opportunity and diversity in all our services and in managing people

**General**

* To act as an ambassador for Mind in Brent, Wandsworth & Westminster Mind always, promoting our values, mission and strategic objectives
* Being the face of BWW Mind, leading in stakeholder engagement and public relations, promoting the service with external stakeholders
* To ensure safe work settings and practices, intervening where necessary to mitigate and manage risk
* To be part of management on call system
* Some evening and weekend will be expected from time to time
* To carry out any other duties commensurate with the grade

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Element** | **Description** | **Essential/desirable** |
| **Qualifications** | Degree in psychology, social sciences, management, or equivalent work experience | E |
| Professional registration | E |
| Substantial years post qualifying experience in children, young people, and families' work | E |
| **Knowledge/Experience** | Experience of management and supervision of staff | E |
| Evidence of post-qualifying training demonstrating a commitment to continuous professional development | D |
| The ability to work autonomously and use the authority of the role appropriately | E |
| Able to manage and priorities a complex workload balancing organisational, and service led demands, to work under pressure, and be able to work quickly to complete tasks | E |
| Demonstrate a strong commitment to delivering better outcomes for CYPs and families and the knowledge to do so | E |
| Experience of managing budgets | E |
| Knowledge and experience of complex casework, risk management and care planning | E |
| The ability to write coherent, comprehensive and up to date reports and demonstrate skills in electronic file management in line with policy requirements. | E |
| Understanding of national initiatives relating to CYP MH services and current policy developments | D |
| Understanding of needs-led planning and service review | E |
| Knowledge of child development and family dynamics | E |
| **Skills** | Able to communicate with and undertake direct work with children of different ages, needs and cultural backgrounds. | E |
|  | Able to work through interpreters with families and children from a wide range of linguistic and cultural backgrounds. | E |
|  | Ability to assess culture specific issues and make an informed child centred judgement about appropriateness/acceptability. | E |
|  | Maintains sound professional knowledge through training, reading and networking with colleagues. | E |
|  | Contributes and pools advice and information to colleagues and can reflect on and learn from mistakes. | E |
|  | Incorporates new guidance and procedure into work quickly and effectively. | E |
|  | Good workload management skills and able to manage fluctuating demands of caseload and significant levels of pressure | E |
|  | Demonstrates flexibility | E |
|  | Ability to follow written and verbal instructions and agreed processes, to set standards and timescales | E |
|  | Ability to work quickly and accurately under pressure whilst ensuring attention to detail. |  |
|  | Evidence of ability to work within a team environment, demonstrating tact and diplomacy with other members of staff and service users | E |
|  | Advanced IT Skills including use of Microsoft Packages | D |
| **Specific Attributes** | Full, enhanced and current satisfactory DBS disclosure for the role. | E |

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity,

No job description can cover every issue which may arise within the job at various times, and you would be expected to carry out other duties from time to time, which are broadly consistent with those description.

**Mind in Brent, Wandsworth and Westminster** Head Office, Hopkinson House, 6 Osbert Street, London SW1P 2QU

admin@bwwmind.org.uk

T: 020 7259 8100

https://www.bwwmind.org.uk/

Registered charity number 292708