

## Job Description

<b>Job title</b>	Family and Children & Young People's Services Development Manager
<b>Reporting to</b>	C.E.O
<b>Salary</b>	£19,019 actual
<b>Department/section</b>	Family & Children & Young People's service
<b>Hours of work</b>	25hrs PW
<b>Located at</b>	Ty Pen Y Fan Projects Office, Brecon
<b>Type of contract</b>	Fixed 1 year

We're Mind, the mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

### **Purpose of the job**

This role will oversee the delivery and on-going development of the Families and Children and Young people's services.

### **Scope of the job**

The postholder will have line management duties for staff delivering Peri-Natal, Family and Children and Young people's services across the Brecon and District area.

You will be part of the Senior Management Team and will be required to work both strategically and operationally to build networks and partnerships with statutory, third sector and other agencies across the different areas of work.

To be aware of potential funding opportunities that arise through network meetings or other means that may help to sustain the various parts of the service. Make the CEO aware of such opportunities and where possible complete funding applications in agreement with the CEO and Finance Manager.

### **Key responsibilities**

#### **Job specific responsibilities**

1. To be responsible for the on-going development of The Family, Children and Young People's services.
2. To oversee the delivery of the services.
3. To provide line management and supervision to the staff involved in the delivery of the services.
4. To attend all relevant strategic and network meetings and to promote Brecon and District Mind's services.

5. To be a part of the Senior Management Team and attend regular management meetings, as well as taking part in the on-call rota for the out of hours service.
6. To work closely with all practitioners, which includes the Senior practitioners for each area of work.
7. To ensure all elements of the Service Level Agreements or Grants are adhered to and that reports are produced in line with these in a timely manner.
8. Supporting the Family and Children and Young People's Practitioners to manage any feedback or issues/complaints.
9. To ensure that all staff complete client paperwork, including outcome monitoring forms and are accurately completed and entered onto the Lamplight Database in order to evaluate the service and report back outcomes to funders.
10. To promote/publicise the service and establish positive engagement from our client base, as well as being involved in promoting general aspects of wellbeing.
11. To develop and maintain positive relationships with potential partners, external organisations and stakeholders such as schools, primary and secondary care, CAMHS and all other relevant agencies.
12. To travel throughout Powys and the Brecon and District area wherever necessary.
13. To undertake these duties within a framework that recognises the diversity of clients and encourages equal opportunity for all.
14. Continuing and strengthening working relationships to engender further opportunities for partnership working. This would include internal relationships within the wider Mind network.
15. To participate in the Peri-Natal, CYP & Families networks in Powys and across Wales for national meetings.
16. To adhere to, promote and implement Brecon and District Mind's policies, being especially mindful of the Safeguarding Policy and Procedures both local and Nationally. Ensuring all staff adhere to these.
17. To participate in supervision, appraisal procedures and training as agreed or directed.
18. To deliver all aspects of this role under the direction of the CEO.
19. To undertake such other duties as would be reasonably required for a post of this level of responsibility, as directed by the CEO.

## **Expectations**

1. To promote the concepts of wellbeing, early intervention and community engagement, ensuring that these underpin the direction of the organisation's activities.
2. Assist in using and completing any office and team related information recording system.
3. Some experience of group facilitation.
4. Oversee information gathering, monitoring and evaluating processes and produce reports for funders/ Board of Trustees as required.
5. Assist in undertaking talks and presentations, attend events and open days, produce publicity materials and update the website.
6. To be mainly office based.

## **Person specification**

### **Essential criteria**

#### **Experience**

1. A minimum of 12 months experience of working with adults and children and young people.
2. A minimum of 12 months experience of working in a mental health setting.
3. Experience of undertaking monitoring and evaluation.
4. Experience of delivering services and getting relevant outcomes.
5. City and Guilds Level 4 qualification in Health & Social Care or Leadership and Management in children's services or the equivalent of.
6. Minimum of 12 months experience of line management and delivery of services.

#### **Skills**

1. Excellent team working skills and ability to work well as part of a diverse and dispersed team.
2. Excellent project management skills, with a track record of delivering excellent performance against agreed targets, objectives and deadlines.
3. Excellent relationship management skills, including internal and external stakeholders.
4. Excellent facilitation and presentation skills and experience of facilitating workshops with a diverse audience and with service users or people with lived experience of mental health.

#### **Knowledge**

1. Working knowledge of common mental health problems e.g. stress, anxiety, depression and potential issues that adults and children/young people may bring.

2. Working knowledge of NICE guidelines in the treatments of mental health problems for adults and children and young people.
3. Working knowledge of child and adult safeguarding.
4. Working knowledge of mental health systems such as CAMHS and CMHT's.

### **Abilities**

To work in a high pressure environment.

1. To oversee practitioners case loads and offer effective service delivery.
2. To reach specific individual and team targets/KPIs.
3. To carry out risk assessments.
4. To oversee mental health assessments/client reviews.
5. To work independently and effectively as a member of a team.
6. To work in partnership with a range of agencies.
7. To measure outcomes and write reports.
8. To work flexibly to meet the needs of the service and to work additional hours as required.
9. To work in a co-productive method with adults and Children and Young people and be able to adapt to changing needs.
10. Must have access to a vehicle as means of transport.