



JOB DESCRIPTION

Job Title: Assistant Director Children's Services

Grade: D48A

Department: Children's Services

Reports to: Director (Children's Services)

Responsible for:

4-8 direct reports comprising of the locality leadership team;
Children's Services Managers, business support and volunteer support

Key working relationships:

Internal contacts:

- Assistant Director Children's Services peer group
- Business development managers and the business development team
- Assigned HR advisor for the locality
- Assigned finance manager for the locality
- Other named contacts in key corporate functions (marketing, media, strategy, fundraising and retail)

External contacts:

- Extensive and active network of relevant stakeholders and commissioning bodies e.g. local authorities
- Other voluntary and partnership organisations
- Children and young people (i.e. service users and families)
- Local MPs, councillors, MSPs
- Community leaders and members
- Local sponsors (e.g. business owners) and donors
- Local media
- Assembly members (where applicable)

Job Purpose:

- To ensure that safe, effective and quality services are delivered consistently to children and young people
- To be the strategic business leader and ambassador for Barnardo's Children's Services within your locality (area of responsibility); delivering the vision and purpose of Barnardo's

- Take a strategic, pioneering and innovative approach to transforming the lives of children and young people. You will achieve this in a variety of ways from developing relationships with commissioning bodies so that Barnardo's is successful in winning contracts to working closely with stakeholders within the community to understand the needs of children, young people and their families.
- At all times, build and enhance the profile of the Barnardo's brand as a children's charity, employer of choice and the organisation where volunteers choose to give their time and expertise.

Key Responsibilities:

- Accountable for ensuring that safety and protection of children and young people is practiced and understood by all staff and volunteers in accordance with Barnardo's policies and procedures and relevant legislative policy and procedure within the locality
- Devise and be accountable for the delivery of the locality business plan ensuring it is aligned to the overall strategic direction and vision of Barnardo's
- Identify and engage with the most vulnerable children and young people in the locality and identify resources, activities and services to help them in the most appropriate way
- Accountable for the planning and management of the locality budget in line with Barnardo's budgeting procedures, proactively seeking opportunities to improve efficiency in the running of the locality
- Ensure that all employees and volunteers are engaged with and share a common understanding of Barnardo's strategic objectives, its vision and purpose and the locality business plan
- Lead and manage up to 8 direct reports consistently in accordance with Barnardo's policies and procedures. Ensure and be accountable for your direct reports delivering the same
- Ensure delivery of quality, effective and efficient services

Key Activities**Business Development**

- Act as the senior relationship manager for the locality; proactively seeking opportunities to build new relationships and deepen existing ones with local authorities and other commissioning bodies to meet our ambition for growth
- Ensure that Barnardo's is in the best position to retain work at the point of re-tendering through an assertive approach to managing the work throughout the life of the contract
- Proactively work with commissioners throughout the contract to identify any areas of tension or poor performance at the earliest opportunity and put in place measures to address/improve where necessary

- Work with commissioning bodies to influence and shape the market, identifying opportunities and prospects to develop the locality
- Work closely with business Development Unit to:
 - Take the lead around tendering/grant application in the locality
 - Champion new and innovative ideas which improve outcomes for children, young people and families
- Develop and maintain strong and long term community relationships to enhance non statutory income, Barnardo's profile and opportunities to influence
- Identify appropriate opportunities for collaborative working with other voluntary organisations within the locality community
- Ensure effective representation of Barnardo's on external strategic groups within the locality
- Management of voluntary funds within the locality in accordance with Corporate objectives

People and Learning

- Create, lead and inspire a highly effective locality leadership team that is outstanding in its commitment to transforming the lives of children and young people
- Drive organisational, team and individual learning by developing and participating in internal and external networks and other appropriate knowledge sharing forums to share best practice and learn from others
- Meet people related key performance indicators (KPIs) e.g. sickness absence and employee engagement scores
- Ensure all employees and volunteers in the locality undertake relevant/required/regulatory learning and development to improve the effectiveness, efficiency and quality of the locality
- Ensure that succession and talent management plans are in place for the assigned locality

Service Quality, Effectiveness and Risk Management

- Ensure that robust systems of monitoring impact, health and safety and all other aspects of quality assurance are in place and met
- Fulfil external requirements around monitoring, inspection and reporting
- Retain connection to practice through providing support and partnership on more complex cases
- Operate within and be compliant with Barnardo's performance framework and quality assurance systems
- Operate within regulatory and legislative child protection policies and procedures
- Proactively seek opportunities to improve the effectiveness and quality of the locality e.g. improvement in Ofsted scores (or nation equivalent) and outcomes for children and young people
- Ensure that internal and external communications reflect Barnardo's position at all times
- Ensure Barnardo's position and views are represented by attendance at broader strategic groups

- Promote a culture of safe and effective services within the locality

Equality & Diversity

- Promote and monitor equality and diversity legislation, policy, practice and legislation, in locality provision, staff and volunteer recruitment and management and development
- Promote good practice in equality and diversity in all locality working

Additional Information

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the department and/or organisation. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks will be required for the role



PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

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Please note:

Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Specialist/professional knowledge of business management
- Detailed working knowledge of the social care sector
- A relevant qualification in social care work or a depth of experience of working within a child protection framework and a clear understanding of child protection statutory systems

Experience

Demonstrable experience of:

- Undertaking a senior management role in a social care setting
- Developing, winning and implementation of new business (inc negotiation of contracts)
- Developing and leading high performing teams
- Ensuring robust systems of monitoring and quality assurance are in place and met

Brings to the role:

- Experience of working in a complex multi-disciplined organisation
- A professional or managerial background with demonstrable experience of dealing with complex issues e.g. people management, contract negotiation, managing change and financial management, case management
- An ability to achieve positive results within a multi-matrix environment
- Track record of delivering continuous improvement to achieve exceptional results

Circumstances

- Flexibility in working hours and location, as per contract of employment.
- Able to travel to a number of locations and to attend meetings and events outside of normal working hours if required

Barnardo's Basis and Values, and Equality & Diversity Code of Conduct

Actively demonstrate Barnardo's Basis and Values and Equality & Diversity Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

Leadership and Management Behaviours

Act as a role model for the Barnardo's Leadership and Management behaviours:

- Driven to deliver
- Leading and engaging
- Strategic thinking

Competencies

- Resilience
- Innovation
- Financial Management
- Growing our Business
- Leadership and People Management
- Change Management
- Collaboration

To be completed by the Pay and Reward Team / People Team

	Name	Code
Grade	D48A	
Job Family	Operations	O
Job Sub-Family	Core / ETS / FP (as appropriate)	OC / OE / OF
Organisational Level	Senior Manager	SM

