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**Information for Prospective Candidates**

**We’re recruiting and we want you!**

**Assistant Director, Children’s Services**

**CLOSING DATE FOR APPLICATIONS: 31st October 2021**

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***We are committed to having a diverse and inclusive workforce for staff and volunteers. We actively encourage applications from Disabled, Black, Asian and Minority Ethnic and Male candidates as they are under-represented within Barnardo's in Northern Ireland.***

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***Thank you for your interest in Barnardo’s Northern Ireland.***

As the largest children’s charity in Northern Ireland, we frequently have a range of exciting new employment opportunities due to growth and development in our children’s services across Northern Ireland.

This information pack provides an overview of our **Assistant Director,** **Children’s Services** role. The role is focused on the strategic leadership, management and development of our services for children, young people and families in every part of Northern Ireland. The post holder will also be required to contribute to Barnardo’s UK wide initiatives and collaborate with colleagues and partners across the UK and beyond in pursuance of our corporate objectives.

**The closing date for applications is midnight on Sunday 31st October 2021 and it is proposed that interviews will be held Monday 15th November 2021.**

Whilst we will be filling the current vacancy outlined later in this information pack, we also intend to hold a waiting list of suitable candidates who will be asked to express an interest in any similar vacancies that may arise over the next 12 months. That way, when your dream job with Barnardo’s NI comes up, you’ll already be one step closer.

So whether or not you are actively looking for a new challenge at the moment or you have ever thought about progressing your career with Barnardo’s NI, please read on and consider applying.

Prior to completing an application form, it is recommended that you familiarise yourself with the information in this pack as it outlines in more detail the role we are recruiting to.

Shortlisted applicants will be invited to a selection process for the post. This will include occupational testing, presentation and interview as part of the overall assessment process. If you are successful you will be formally notified via our on-line recruitment system.

If you are considered to have met the criteria for appointment but unfortunately we are unable to offer you a role on this occasion, you name will be held on a waiting list and you will be notified of similar vacant posts as they arise.

**Welcome from Michele Janes**

**Head of Barnardo’s Northern Ireland**



Hello and welcome, thank you for thinking about joining us here at Barnardo’s.

We are the UK’s largest children’s charity, with over 150 years’ of experience delivering services to children, young people and their families across the UK.

Delivering support right across Northern Ireland, our goal is to ensure that we provide quality, accessible services to those who most need us.

We can only achieve this goal by recruiting staff and volunteers who not only share our vision and values, but who demonstrate this in practice.

We are a large, diverse family with a variety of skills and knowledge, experience and expertise, all working together to improve outcomes for the most vulnerable children.

Are you passionate about making a difference to children’s lives? Then we want to hear from you!

Thank you for your interest in joining the Barnardo’s Northern Ireland family, we look forward to receiving your application.



**About us**

Barnardo’s NI is the largest children’s charity in Northern Ireland.

We work with approximately 18,000 children and families annually across more than 44 different services and programmes. We are also a leading provider of schools-based support, reaching more than 25,000 children in schools across the UK and Ireland through our NI-managed social and emotional literacy programmes.

We work with children and families across the region to promote better outcomes and build better futures. We believe that every child deserves the best possible start in life and our work through our services reflects that philosophy.

We deliver a wide range of services, from providing family support and early intervention, to working directly with children and families who have experienced adversity and need our support.

We help children through the trauma of sexual abuse and exploitation.

We provide support for children in care – and we don’t forget about them when they leave the care system.

We give children caring for a loved one the help and support they deserve.

And that’s not all.

Our specialist workers support families through domestic abuse, mental health problems, prison sentences, asylum seeking and much more.

We also amplify the voices of children to influence Government on the issues that affect their lives, fighting their corner and making sure their voices are heard.

The scale of what we do may be big and complex, but our aim is simple – to provide the best outcome for every child, no matter who they are or what they have been through. We support each and every child. We stand up for them and help bring out the best in them. We believe that with the right help and committed support; even the most vulnerable children can transform their lives and fulfil their potential.

Our work with service users in Northern Ireland is supported by a range of staff covering Policy & Research, Business Development, Finance, People (HR), Learning & Development, Administration, Property & Facilities, Management Information, Digital, Media & Communications, Fundraising and our Retail colleagues. We also have a wide range of volunteering roles across our Services.

**Please visit our website** [**www.barnardos.org.uk/northern-ireland**](http://www.barnardos.org.uk/northern-ireland) **for more information.**

**Our vacant post**

Our people are key to delivering our services. To ensure that we are responsive and agile to meet the needs of our service users as they arise, we wish to recruit for the following post and hold a waiting list of suitable candidates:-

**Assistant Director, Children’s Services (Permanent)**

**Location:** flexible by negotiation

**Hours of Work:** 36.25 per week

**Salary:** £43,096 - £55,371 per annum

The post holder will be required to travel to attend meetings etc. across NI and the UK as required.

**Eligibility Criteria**

As Barnardo’s uses generic job descriptions and person specifications when advertising posts, additional information follows that is specific to this particular role. Applicants should therefore include evidence/information in the application form to indicate that they meet these criteria.

**Applicants must, at the closing date for applications,**

* Hold a relevant qualification in social care work e.g. CQSW/CSS/DipSW/BSW Degree or equivalent recognised by the NISCC; Degree in Youth & Community; Diploma in Health and Social Care Management – Level 6; be a Nurse registered on part 11 (Specialist Community Public Health) of the NMC register.

**or**

* Demonstrate a depth of experience of working within a child protection framework and a clear understanding of child protection statutory systems. Experience cited must include management of a department/function/team of people in a regulated environment, safeguarding, quality control and performance management of childcare social workers undertaking complex child protection roles and with oversight of childcare practice.

Have a professional or managerial background and be able to demonstrate as a minimum in their application experience of:

* Undertaking a **senior management role** in a social care setting. In this context a senior management role is one that leads a function/department/business unit and reports to a Deputy Director/Director/CEO/Management Board.
* Developing, winning and implementation of new business (including negotiation of contracts)
* Developing and leading high performing teams
* Ensuring robust systems of monitoring and quality assurance are in place and met
* Working in a complex multi-disciplined organisation
* Dealing with complex issues e.g. people management, contract negotiation, managing change and financial management, case management, and
* Be able to demonstrate how they can meet the mobility requirements of the post either by being having a valid driving licence and access to a car for work purposes or by identifying alternative means.

***Core elements of all roles***

All of our roles require you to be able to work as **part of a team** of diverse individuals across NI and also to engage with your wider team of colleagues UK wide. We also need you to be comfortable with and able to work independently when the need arises.

One of the key enablers of Barnardo’s Corporate Strategy is our ambition to become a Learning Organisation and as such we take a **problem solving approach** to our work and take time in team meetings and supervision to reflect on what we do and any learning we have acquired that will improve our service delivery and staff development.

Barnardo’s has an internal communications platform called Workplace which operates in the same way as Facebook. This facilitates staff to **connect with others** across the organisation to share experiences and learning.

You must be willing to **engage with and participate in supervision** as a way of reflecting and learning from experience. Our managers have had coaching training which complements supervision as a learning tool.

Our work is not easy but it is rewarding. We work with the most vulnerable children and young people in our society and support them in the face of trauma, abuse and family dysfunction. You will therefore **need to be resilient**, able to recognise when you need support yourself and confident to ask for help.

Due to the geographical spread of our services across NI some of our posts, particularly those that cover rural areas will require you to have a full driving licence, business insurance and access to a car during working hours. However, we do recognise that some people are differently able to meet the mobility requirements for the majority of our posts and will consider these carefully.

**How we work in Northern Ireland**

Our service delivery model in Northern Ireland is based on what we describe as a ‘locality model’. This simply means that we have split our work into areas that mostly reflect the geographical spread of the Health & Social Care Trusts in Northern Ireland as our main Commissioners of Services.

We currently have six localities\*, each managed by an Assistant Director of Children’s Services with a range of services as follows:-

|  |  |
| --- | --- |
| **Belfast Locality**   * Children’s House * Choices for Children * Family Reunion Integration Service * Independent Guardian Service * Refugee Support Service * Travellers * Windsor Ave Family Resource Centre (FRC) | **Northern Locality**   * ADHD Support Service * Child Bereavement * Choices Family Support * Jigsaw * Leaving Care Belfast & Northern * Schools Counselling Services * Young Carers (Northern and Western) * Safeguarding * Supported Accommodation for Unaccompanied Young People |
| **South Eastern Locality**   * Early Intervention * Early Intervention Family Support Service(Belfast/Northern/Southern) * Parenting Matters * Pharos Southern & Eastern * PIP ABC (Parent and Infant Partnership - Attachment, Bonding and Communication) * PIP (Parent and Infant Partnership) Family Support * Simpson Family Resource Centre (FRC) & Bangor & Lisburn Family Support | **Southern Locality**   * Armagh Family Support Hub * Armagh & Dungannon Family Resource Centre (FRC) * Disabled Children & Young Peoples’ Participation Project (DCYPPP) * Newry Family Resource Centre (FRC) * Family Group Conference * NOVA * Willowgrove Service |
| **Western Locality**   * G-old Community Partnership (Cookstown) * Horizon SureStart (Carrickfergus) * Safe Choices (NI Wide) * Strabane Family Centre * Strabane SureStart | **Programmes** (locations across NI)   * Collective Impact * East Belfast Family Connections * Incredible Years * LifeSkills * Newtownabbey Family Connections * Paths * Ready to Learn * South & Outer East Belfast Family Support Hub |

Each of the Services is managed by a Children’s Services Manager and/or a Team Manager and can have Social Workers and/or a range of levels of Project Worker.

\*Please note localities are currently under review.

**Vision and values**

Our vision is to realise Thomas Barnardo’s dream of a world where no child is turned away from the help they need.

Whilst we get our inspiration and values from Thomas Barnardo’s Christian faith and are proud of our roots, we work in a multi-cultural society where these values are enriched and shared by many people of other faiths and of no religious faith. That is why they provide the basis of our work with children and young people, their families and communities.

We value the contributions of everyone who works or volunteers for us – whether that's directly with children, young people and their families or in fundraising, retail, administration and support services.

Our values include:

* **Respecting the unique worth of every person**

*We believe that every person is different but equal, and that everyone’s unique talent should be recognised and encouraged.*

* **Encouraging people to fulfil their potential**

*We all need encouragement at times, and we aim to create opportunities for people to make the most of their abilities.*

* **Working with hope**

*Our hope for a better future for all children is the source of our inspiration.*

* **Exercising responsible stewardship**

*The commitment of our staff and volunteers to make the best use of resources enables us to help children, young people and their families across the UK.*



**Working for us**

We offer rewarding roles working with children, young people and families, as well as many other careers that support our vital work. Here are the benefits of working with us.

**Salary and annual leave**

* Salary is paid in arrears in 12 equal instalments on the 23rd of each month. Salaries are normally reviewed annually.
* Annual Leave entitlement for full-time employees is 26 days per annum, increasing to 29 days per annum, after 5 years Barnardo’s service and 10 Statutory/Bank Holidays. Those working less than full time are entitled to the same level of holiday pro rata.
* Option to purchase up to 5 additional days of annual leave (this is reviewed annually).

**Pension scheme**

* Barnardo’s offers a 4% or 6% matched contribution to our Group Personal Pension. Those that pay into the pension will be provided with death in service cover of 4 times annual earnings.

**Family leave**

* Enhanced maternity pay for eligible employees at 50% of weekly pay for 12 weeks, plus 39 weeks’ Statutory Maternity Pay. The right to take up to 52 weeks maternity leave is available to all pregnant employees.
* Enhanced adoption pay for eligible employees at 50% of weekly pay for 12 weeks, plus 39 weeks’ Statutory Adoption Pay. The right to take up to 52 weeks leave is available to employees adopting a child.
* Fostering Leave: up to 52 weeks for new foster parents fostering on a long term basis and fostering pay for eligible employees.
* Support Leave: 2 weeks’ leave for partners to be taken on or around the time of birth/adoption/fostering. Parental Leave: eligible employees are entitled to 18 weeks unpaid leave to be taken by the child’s 18th birthday
* Shared Parental Leave: eligible employees can share up to a maximum of 50 weeks leave and 37 weeks’ pay following the birth/adoption of child.

**Sick leave**

* Barnardo’s makes statutory sickness payments (SSP) where staff qualify. We also have our own discretionary sick pay scheme, including full pay for a period subject to certain conditions.

**Other leave**

* Additional Leave such as carer’s, bereavement or domestic leave is available.

**Support**

* Work life balance - Barnardo’s offers a number of policies to help employees achieve a greater work life balance including flexible working.
* Employee Assistance Programme (EAP): is a health and wellbeing benefit available to Barnardo’s employees. It offers access to a variety of confidential services including telephone and online counselling and legal and financial information services.
* Cycle to Work Scheme: buy a bike and/or safety equipment up to £1,000 on a tax efficient basis for the purpose of going to and from work.
* Trade union recognition: Barnardo’s has a recognition agreement with UNISON.
* Equality, Diversity & Inclusion: We have three networks (Black, Asian and Minority Ethnic, Disability & LGBTQ+) in NI which provide support to those who identify with these protected characteristics. We actively encourage Ally’s to participate in the networks which are open to all.

**Discounts**

* Barnardo’s Shops offer employees a 20% discount
* Choice Discount Stores: 10% off all merchandise
* Merlin Entertainments: big discounts available e.g. Alton Towers, Legoland
* Discount holidays and breaks with Haven, Butlins, Forest Holidays, Pontins and Warners at locations across the UK
* Hotel accommodation: stay at a number of hotels in UK at a discount rate
* Barkingside Discounts: various offers from local retailers
* There are more than 5000 discounts and deals to be found on our staff benefits platform, including discount cinema tickets and reloadable store cards.



**Application and Selection Process**

**How to apply**

To apply please visit our dedicated jobs website - <https://jobs.barnardos.org.uk/jobs>

When you find the job you’d like to apply for, click the ‘Apply now’ button. You’ll be asked a number of questions and you can log in to your account or create one if you haven’t already.

Then simply fill out the online application form for that vacancy. You can save your application as you go along and return to it later if you need to.

**Our Interview Guarantee Scheme**

We interview all applicants who have a disability, impairment or mental or physical health condition who meet the essential criteria for the job. If you wish to be considered under this scheme, please tell us in the appropriate part of the application form.

**Keeping in touch**

We’ll stay in touch with you by email during the recruitment process. Please check your email regularly (including your junk folder!) so you don’t miss a message from us.

We aim to contact all applicants within four weeks of the closing date. We’ll let you know if we aren’t going to interview you, but due to the number of applications we receive we can’t give you detailed feedback.

**Coming for interview**

If your application is successful, we’ll send you an email to invite you to interview, asking you to book a convenient time via your account.

The email will also tell you everything you need to know about the interview and what you need to bring with you on the day. Please read all the information carefully.

**After your interview – Successful candidates**

We aim to let you know the outcome of your interview as quickly as possible.

The notification will provide an outline of the conditional offer of employment and guidance on what you and we will need to do next.

If you decide to accept the conditional offer you should indicate this immediately and if you have any outstanding queries about the offer made please contact the named person to discuss these. This avoids any delay in progressing the post selection checks.

**Job offers and carrying out checks**

If we conditionally offer you a job, we will check

* proof of eligibility to work in the UK (we don’t support sponsorship requests)
* proof of address
* references to ensure they are satisfactory
* offending background relevant to role selected for

Some roles are also subject to:

* a qualification check
* an overseas police check (if you’re not currently living in the UK or have spent significant time overseas)
* verification of your registration with relevant professional bodies

Please note that carrying out these checks may take some time and the offer remains conditional upon satisfactory results from necessary pre-employment checks.

We will not offer you a contract until they are complete.

**After your interview – Waiting List Offer**

If you are successful for the waiting list, you will be informed via our on-line recruitment system and when you accept the conditional offer your name will be held pending further similar vacancies arising.

Due to the varied nature of our services, when a vacancy arises, you will be informed of the details via your e-mail address and if you are interested in this vacancy, we will ask you to submit an expression of interest. You will be required to submit this within a notified timeframe, possibly 48 hours. A further selection process may be required and appointments will be based on the merit system. If you are successful, we will send you a letter with a conditional offer.

The waiting list will be held for a maximum of 12 months.

**After your interview – Unsuccessful candidates**

If, unfortunately, you are not successful on this occasion, we will notify you as soon as possible.

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**JOB DESCRIPTION**

**Job Title: Assistant Director Children’s Services**

**Grade: 48A (48-56)**

**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**

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**PERSON SPECIFICATION**

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

**Job Title: Assistant Director Children’s Services**

**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 and 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***

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| --- | --- | --- |
|  | **Name** | **Code** |
| ***Grade*** | 48A |  |
| ***Job Family*** | Operations | O |
| ***Job Sub-Family*** | Core / ETS / FP (as appropriate) | OC / OE / OF |
| ***Organisational Level*** | Senior Manager | SM |