**The Magdalene Group**

**Young People’s Team Manager Job Description**

**Job summary and purpose**

This is a lead role for developing and supporting the capacity of Child Sexual Exploitation Services in Norfolk and to oversee the delivery and development of CSE services in accordance with current legislation, including safeguarding and child protection. The successful candidate will need to be adaptable, flexible and have the emotional resilience to deal with challenging situations, changing priorities and demands.

This role will manage and support a team within performance management procedures, including recruitment, training, case management and regular supervision. The post holder will be responsible for managing the Young People’s Service which provides prevention, early intervention and direct support to victims of CSE.

The overall purpose of this role is to ensure the ROSE Project team delivers an effective and robust service and to be the appointed ambassador for The Magdalene Group on issues pertaining to child sexual exploitation and missing young people.

**Duties:**

**Case Management and Delivery**

* To manage, plan and allocate referrals to the team and to provide ongoing and regular case management support to each member of staff.
* To maintain effective practice of services for young people and to support the team to achieve these standards.
* To be involved directly with casework.
* To ensure robust systems and processes are embedded within the team including but not exhaustive to assessment, measuring progress, quality of interventions, approaches used, quality of case notes and sharing information to other professionals.
* To build an evidence base of qualitative and quantitative data to be shared with key partners and agencies and to influence future strategies.
* To represent the organisation at local, regional and national events to disseminate findings and evidence base.
* To support the implementation of monitoring and evaluation systems in line with agreed targets.
* To develop and contribute to funding strategies and growth plans.
* To develop models of practice and participation that enable children and young people to be involved in the work of the service.
* To develop and establish ongoing relationships with a range of partner agencies and stakeholders.
* To contribute effectively to multi-agency working across Norfolk.
* To engage with young people to create links and support participation in the evaluation of the effectiveness of interventions.
* To be actively responsible for ensuring all team work is delivered on time, within budget and to a high standard, taking difficult decisions where necessary.
* To work in partnership with police, children's services, education and other relevant voluntary and statutory agencies to strengthen their capacity to support sexually exploited young people as well as brokering relationships to ensure that the intervention remains young person led.

**Principal Responsibilities**

**Staff**

* To line manage the staff of the Young People’s team providing regular 1:1’s, annual appraisals and to identify the training and development needs of the team.
* To ensure new team members receive mandatory training and continue to identify team and individual training needs.
* To develop staff competence by keeping them up to date with best practice, relevant legislation, policies and procedures and relevant networking and training events.
* To act as Safeguarding Lead for the organisation and maintain active engagement on all matters to ensure matters are dealt with in an effective manner.

**General**

* To undertake the administrational tasks associated with providing support services including gathering statistical information, mailing information, communicating with team members and maintaining office systems.
* Contribute to the preparation of information-based resources including leaflets and our websites.
* Contribute to the development of Policies and Procedures in relation to operational area and The Magdalene Group.
* To undertake other duties as required by the Chief Executive Officer.

**Special job circumstances**

Travel and working from different offices across Norfolk

Occasional evening and weekend work may be required.

**Qualifications**

A relevant professional qualification such as Social Work or another qualification associated with the area of work.

**Accountable to:** Chief Executive Officer.

**Based at:** The Magdalene Group, 61 King Street, Norwich, NR1 1PH and The Multi-Agency Safeguarding Hub (MASH,) Floor 5, Vantage House, Fishers Lane, Norwich, NR2 1ET. Travel around the county will be required.

**Hours of Work:** 37.5 hours per week, including some evening and weekend work.

**Annual leave:** 26 days plus Bank holidays.

**Salary:** £27,000

This is a maternity cover post in the first instance; there is potential for the role to develop.

**Other Requirements:**

* Due to the nature of the role it is a General Occupational Requirement that this position be filled by a female. (Equality Act 2010.)
* Enhanced clearance by the Disclosure and Barring Service, for children and vulnerable adults and vetting procedures from Norfolk and Suffolk Police.
* Undertake Child Protection training at The Magdalene Group’s expense and in accordance with its Child Safeguarding policy and other necessary training.
* Full clean UK driving licence, business insurance and breakdown cover.