

Young People's Team Leader

(Salary as advertised)

Chester West and Chester 37.5 hours per week

Permanent

1. Main purpose of the role

The Young People's Team Leader will be responsible for supervising a team of Young People's Practitioners who support young people and their families in order to:

- ▶ Prevent young people from engaging in substance misusing and risk-taking behaviours
- ▶ Enable young people to develop boundaries, emotional resilience and self-esteem
- ▶ Actively support young people to reduce and/ or stop harmful behaviours such as drug and alcohol use, encouraging prosocial and healthy alternatives.

2. Reporting and working relationships

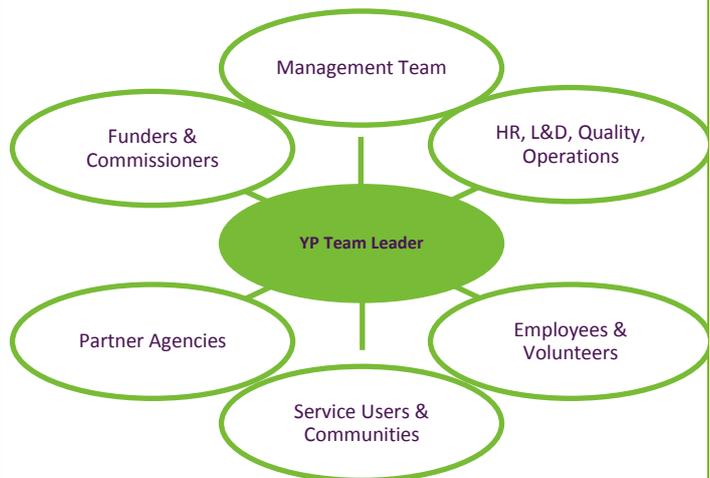
Reporting relationships:

- ▶ **Reports to:** Service Manager
- ▶ **Line manages:** YP Practitioners



Effective working relationships:

- ▶ The management team: Service Manager and Central Support leads
- ▶ Central Support Services including: Business Development, Finance, HR & Learning, Quality, IT and Performance teams
- ▶ WDP and partnership employees and volunteers
- ▶ Service users, carers and communities
- ▶ Commissioners, funders and partner agencies



3. Role-specific responsibilities

3.1	<p>Oversee a safe and effective substance misuse service that support young people</p> <ul style="list-style-type: none"> ▶ To carry a small caseload of complex service users ▶ To work within, and ensuring service-wide implementation of, a trauma-informed approach ▶ Form part of the local senior management team for the service ▶ Ensure staff have the appropriate support, training and guidance they need to carry out their duties ▶ Implement agreed policy and procedure within the YP team ▶ Manage and coordinate the effective deployment of staff ▶ Ensure relevant service standards are met ▶ Attend YP related partnership meetings ▶ Support the services achievement of performance targets ▶ Ensure close partnership working arrangements with local YP related services
3.2	<p>Safeguarding</p> <ul style="list-style-type: none"> ▶ To support effective governance by working to WDP’s legal and regulatory responsibilities. To work in conjunction with and stay abreast of current Child Protection guidance and best practice ▶ Work within WDP’s commitment to safeguarding best practice, ensuring that the safeguarding and wellbeing of children and vulnerable adults is protected in all project management activities and that this safe commitment and practice is passed on to all staff engaged in project activities.
3.3	<p>Performance management</p> <ul style="list-style-type: none"> ▶ To support partners, service users and stakeholders with any issues during the growth and development of the service ▶ To provide formal and recorded supervision of staff. To ensure that appropriate supervision is delivered to all staff working within the service ▶ To evaluate and improve service performance by developing appropriate measures and criteria, working in conjunction with central performance and quality teams ▶ Ensure that robust performance management procedures are implemented to deliver successful projects that add value ▶ Ensure that all projects and work streams adhere to service management protocols, and are in accordance with best practice, including structured initiation, controls, risk management, and governance ▶ Ensure the service is delivered within budget, working effectively with the Service Manager and successfully influencing the performance of colleagues.
3.4	<p>Quality of service</p> <ul style="list-style-type: none"> ▶ Contribute to policy and procedure development to support safe, positive and effective change pathways that deliver best value ▶ Ensure that the service respond to the needs of service users and families/carers ▶ Evidence quality through relevant service management methodologies, ensuring that high standards of governance are maintained and risks (via an up-to-date risk register) are identified and mitigated in a timely manner
3.5	<p>Information management</p>

	<ul style="list-style-type: none"> ▶ Work with colleagues to establish monitoring processes that assess the impact and benefit of change on service users ▶ Develop and maintain information systems to coordinate, monitor and review the impact of projects as a whole ▶ To ensure that they deliver against the intended outcomes and progress towards set milestones, whilst proactively monitoring the state of readiness and risks and issues that need to be addressed.
3.6	<p>Resource management</p> <ul style="list-style-type: none"> ▶ Ensure all resources are used effectively, taking advantage wherever possible of the potential for economies of scale and scope ▶ Ensure compliance with finance policies and procedures, taking prompt corrective action to address anomalies, inconsistencies or risks ▶ Ensure all costs (own and those authorised) are valid, appropriate and cost effective.
3.7	<p>General accountabilities</p> <ul style="list-style-type: none"> ▶ Participate constructively and positively in internal and external meetings and events: behaving as a role model and promoting and supporting communication channels and relationships that reflect positively on WDP ▶ Comply with WDP’s policies and procedures and complete all mandatory training ▶ Comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues, and others as applicable ▶ Observe professional integrity in relationships with all stakeholders ▶ Treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures ▶ To ensure that WDP’s Equal Opportunities Policy is incorporated into daily work practice at all times.
3.8	<p>Contributing to the promotion and success of the Capital Card® scheme</p> <ul style="list-style-type: none"> ▶ Follow the process for enrolling all consenting service users onto scheme and rewarding points for appropriate interventions ▶ Actively promote the scheme, the Companion App and local spend partner opportunities to service users at every opportunity ▶ Attend relevant training as required

4. WDP’s commitment to you

WDP works within the following framework and requires all employees to do the same.

4.1	<p><u>Equal Opportunities</u></p> <p>WDP is committed to promoting anti-discriminatory practices within society, its organisation and in the promotion of its services to the community. WDP expects all employees to understand, comply with and to promote its policies in their work and to challenge prejudice and discrimination and where necessary to undertake any appropriate training.</p>
4.2	<p><u>Recovery</u></p> <p>WDP is a recovery-focused organisation. Our staff and volunteers are committed to helping our service users improve their health and wellbeing, and to become free from dependency.</p>
4.3	<p><u>Career Development and Progression</u></p>

	At WDP we actively encourage career progression from the talent we have from within and we strive to provide not only promotional progression but to develop a specialist and lead responsibility roles with teams and other services within WDP.
4.4	<u>Safeguarding</u> WDP is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.
5. Your commitment to WDP	
5.1	<u>WDP Vision, Mission and Values</u> Promoting and understanding the values, vision and mission statement of WDP. To understand what it means to you in your respective role, to your team and to service delivery.
5.2	<u>Vulnerable children and adults</u> Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.
5.3	<u>Boundaries and behaviours</u> Observing professional integrity in relationships with service users, peers and other relevant professionals.
5.4	<u>Health & Safety</u> Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work, use protective equipment where necessary and report defects and hazards to management. To comply with Infection Prevention and Control policies and procedures.
5.5	<u>Confidentiality</u> Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.
5.6	<u>Information Governance</u> Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our service users, workforce and members of the public.
5.7	<u>Continuous Professional and Personal Development</u> Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.
<i>The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.</i>	

Person specification

E/D Measured by

Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).

Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.

1.	Education, knowledge and experience		
1.1	A minimum of two years' experience of leadership and management within drug or alcohol treatment services.	E	A/I
1.2	A degree level (or relevant professional) qualification in a health and social care related subject.	D	A/I
1.3	Experience of supporting individuals to achieve exceptional performance within large and complex teams.	E	A/I
1.4	Experience of delivering leadership through change.	E	A/I
1.5	A broad and deep understanding of Cheshire West and Chester, and the health and social care needs of those living within it.	D	A/I
2.	Abilities and skills		
2.1	An ability to coordinate resources to deliver recovery outcomes for service users within a challenging performance driven environment.	E	A/I
2.2	The ability to manage complex processes and data for a range of audiences and articulate this information effectively to staff and volunteers.	E	A/I
2.3	Excellent interpersonal and people management skills.	E	A/I
3.	Working within WDP's framework of commitments to employees		
3.1	A commitment to engaging with, understanding and promoting WDP's values, vision and mission.	E	A/I
3.2	An understanding of and commitment to safeguarding best practice.	E	A/I
3.3	An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.	E	A/I
3.4	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users).	E	A/I
3.5	An understanding of and commitment to treating all information acquired through the course of your employment as confidential.	E	A/I
3.6	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.	E	A/I

3.7	A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and where relevant oversee the learning of others.	E	A/I
4.	Key competencies		
4.1	Working knowledge of NDTMS	E	A/I
4.2	Experience of working towards CQC standards	E	A/I
4.3	Ability to implement and develop effective monitoring mechanisms	E	A/I
4.4	Responsible for adherence to local and organisational Safeguarding policy and procedure and regular review	E	A/I
4.5	facilitate the recruitment and selection of appropriate and suitably qualified staff as required	E	A/I
4.6	Ensure proactive management of staff including, staff resource, attendance & sickness absence, training, supervision & induction, and the embedding of policies and procedures	E	A/I
4.7	Provide regular, formal and recorded supervision of direct reports, undertake performance reviews and appraisals	E	A/I
4.8	Ensure all practitioners work to clear protocols across satellite sites including custody, court, prison and community settings	E	A/I
4.9	Ensure all practitioners work to clear protocols across satellite sites including custody, court, prison and community settings	E	A/I
5.	Equality, diversity, vision, mission and values		
5.1	An empathy for and understanding of our mission, vision and values.	E	A/I
5.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A/I
5.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A/I
5.4	To ensure that WDP's Equal Opportunities policy is incorporated into daily work practice at all times	E	A/I
5.5	Experience and commitment to supporting and working within diversity awareness environments.	E	A/I
6.	Circumstances		
6.1	Able to travel as required for the role and attend meetings and other activities outside office hours	E	A/I

6.2	A flexible approach to workload.			E	A/I
			Authors		
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	0.1	11/04/2019	SM	MT	