

# St CHRISTOPHER'S CREATING BRIGHTER FUTURES

<b>Job title:</b>	Aftercare Manager
<b>Grade:</b>	OP3
<b>Location:</b>	Isle of Man
<b>Responsible to:</b>	Head of Aftercare Services
<b>Responsible for:</b>	Aftercare Team
<b>Overall Purpose:</b>	To be responsible for leading and managing a team of Aftercare workers and supporting with administration functions of the Aftercare service.

**Our vision is for every child and young person to be safe, loved and happy, to achieve their potential and have a bright future.**

**Our mission is to create brighter futures for children and young people by**

**Caring** about children, young people and our colleagues.

Being **Respectful** of every individual and value the strengths in everyone.

Being **Professional** and committed to reflection and continuous learning.

Being **Flexible** and agile so that we can be fit for the future.

Being **Honest** about what we can do and optimistic about the future.

Being **Creative** and passionate about positive change.

## **KEY RESPONSIBILITIES**

### **1. Service Delivery**

1.1. To act as the managerial professional person leading a team of Aftercare Workers.

1.2. To promote the independence skills of the children and young people.

1.3. To protect children and young people from threats to their health, welfare and normal development.

1.4. To ensure that the drop in environment is appropriate and sensitive to the needs of the young people.

- 1.5. To gear the running of the service provision to meet the expressed needs of the individual children and young people.
- 1.6. To use the community as a means of support and social learning for the children and young people.
- 1.7. To ensure that key stages of the young people are properly managed and reflect decisions recorded in care plans and pathway plans.
- 1.8. To ensure that young people facing particular crises and stresses are offered appropriate additional support and to ensure that staff are supported in dealing with the most complex cases.
- 1.9. To participate in the development, implementation and monitoring of individual children's pathway plans and transition plans.
- 1.10. To develop and maintain good working relationships with parents and other family members where appropriate, social workers, school staff and other professionals with a concern for the children's needs, such as general practitioners or psychologists.
- 1.11. To ensure that specific needs are met where appropriate such as dietary requirements, religious observance and culturally significant activities.
- 1.12. To ensure that children and young people carry as much responsibility for their own lives as they can reasonably and demonstrably be expected to carry, keeping them informed of their circumstances and rights, involving them in planning their lives, supporting them and helping them towards taking greater control and responsibility.
- 1.13. To provide ongoing support in the form of the Staying Close Scheme.
- 1.14. To oversee, collate and record data as per service requirements.
- 1.15. To ensure constructive and positive communication and negotiation with Manx Care and social workers regarding young people and all aspects of the management and development of the project.
- 1.16. To support with out of hours cover including weekends and bank holidays as necessary.
- 1.17. Overlook and monitor move on accommodation in the community.

## **2. People**

- 2.1. To provide leadership, guidance and management to all staff within the project.
- 2.2. To be involved in the recruitment, monitoring and appraisal of staff as necessary.

- 2.3. To ensure that where delegated staff receive regular supervision.
- 2.4. To maintain good communications systems including staff meetings.
- 2.5. To monitor performance and attendance of staff

### **3. Finance**

- 3.1. To manage and operate budgets within delegated areas of responsibility and within laid down guidelines.
- 3.2. To monitor ongoing expenditure and manage petty cash system.
- 3.3. To ensure that staff operate financial systems within the required guidelines such as petty cash and ordering of supplies.
- 3.4. To support auditors in their work and provide them with the necessary information.

### **4. Resources**

- 4.1. To create a homely drop in service where young people feel comfortable.
- 4.2. To maintain a safe environment, complying with health and safety and other legal requirements.
- 4.3. To maintain the fabric of the building, its grounds and equipment in good condition, encouraging staff and children to care for their surroundings and make best use of the available resources.
- 4.4. To create and develop links with the local community so that children and young people can play a full and appropriate part in the life of the community

### **5. General Responsibilities**

- 5.1. To be aware of and adhere to St Christopher's Health and Safety policy at all times.
- 5.2. To adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work and to actively challenge discriminatory practice.
- 5.3. To be aware of and adhere to all relevant financial procedures and report any discrepancies to your manager immediately.
- 5.4. To promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.
- 5.5. To attend supervision as arranged with your line manager and participate in St Christopher's performance appraisal scheme.

- 5.6. To keep abreast of good practice and attend relevant training in order to develop own skills, knowledge and experience, in accordance with a personal development plan.
- 5.7. To ensure that all the work undertaken by yourself is conducted to the highest professional standards and lead by example.

**The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.**

## Person Specification

The following are objective criteria, essential for the performance of the role, which will be used to shortlist candidates for interview. You should ensure that you cover these criteria in the supporting statement that forms part of your application form.

1. Good standard of educational achievement
2. Professionally qualified – CQSW, DipSW, NVQ level 3
3. Desirable: Level 5 Diploma in Leadership and Management desirable
4. Substantial experience working with young people at a leadership level
5. Ability to show leadership skills
6. Ability to manage issues relating to professional standards
7. Ability to manage budgets efficiently and contribute to the budgetary process
8. Ability to communicate effectively at all levels both orally and in writing
9. Ability to represent the organisation to outside bodies and within local communities
10. Ability to relate successfully to individuals from a wide variety of backgrounds
11. Demonstration of a commitment to supporting and motivating young people
12. Ability to maintain professional boundaries and to ensure staff do likewise
13. Ability to manage issues relating to health and safety
14. Ability to demonstrate understanding of and clear commitment to equality of opportunity, both in the delivery of services and in relation to the conduct of business with colleagues, service users and external parties
15. Ability to cover on call duties where required
16. Ability to work weekends and bank holidays

*St Christopher's Fellowship has a minimum age requirement of 24 for roles working directly with children and young people in our residential and semi-independent Homes.*

*St Christopher's is committed to equal opportunities and welcomes applications from all sections of the community. We particularly encourage applications from males and older candidates, who are currently under-represented within St Christopher's Fellowship.*