**JOB DESCRIPTION**

**Post:**  Assistant Director

**Responsible to:** Director of Children and Family Services

**Division:** Children and Family Services

**Salary**: £57,000 - £64,000 per annum

## Role Summary

The post holder will be a member of the Children and Family Services (C&FS) Management Team and will assist the C&FS Director by:

* Ensuring the effective management of service delivery in a particular region of

Scotland or area of service delivery.

* Assisting in strategic planning and the development of new work.
* Undertaking a lead practice and policy development role in relation to specific areas of our work and activities.

## Corporate Responsibilities:

* Be committed and adhere to Children 1st vision and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

## Key Results Areas

# **Operational Management Role**

* As part of the CFS senior management team take responsibility for the overall planning, delivery and management of services locally and nationally.
* To protect and fulfil children’s rights and work to keep children where they are safe and loved in line with #The Promise.
* To undertake line management responsibility for the work of services in one geographical or thematic area of service or activity through the support and supervision of the Service(s) Managers.
* To be responsible for the recruitment, selection and induction of Service(s) Managers and other staff as required.
* To ensure annual appraisals of Service(s) Managers and other relevant operational staff are carried out.
* To monitor and support performance including the development and training needs of the Services Managers and of their staff.
* To be responsible for managing the Children 1st Disciplinary, Grievance and Complaints Procedures in relation to staff in their area and assist where necessary in other areas or departments.
* To ensure the management and reporting of budgets within agreed levels and approve budget changes in accordance with agreed authority.
* To ensure that the views of our stakeholders especially children and their families are taken into account in the planning and delivery of services and all that we do.
* To ensure that each service works to an annual business plan, developed in line with the overall departmental and organisational plan reflecting the views and feedback of children and families.
* To develop evaluation and quality assurance systems which are outcomes focused based on agreed standards and demonstrate best value.
* To ensure adequate management, review, workload management and information gathering are operating within the services.
* To be responsible for managing change, agreed at a strategic level, including that associated with the negotiation of new contracts, transfer, re-development or closure of services.
* To give management support to the recruitment, training and support of volunteers in services.

1. **Strategic Planning and Development Role**

* To contribute to the development and implementation of Children 1st strategic objectives and business plans, with particular emphasis on a corporate and high-quality approach across the organisation.
* To take a lead role in national work and national services where appropriate and required e.g. quality assurance, evaluation, research.
* To promote partnerships and networking with both statutory and non-statutory agencies for the purpose of influencing and promoting best practice and system shift.
* To identify and develop opportunities for new services, partnership and activity developments and report on their viability.
* To draft detailed proposals and develop new work to enable Children 1st to make full and effective use of externally available resources.
* To take a lead role as required in implementing specific policy or developmental initiatives and innovation.
* To prepare implementation plans in respect of successful service development bids and other projects that Children 1st may wish to pursue.
* To take a lead role in the development of new services as required, involving appropriate cross organisational supports (e.g. Finance, Human Resources, Legal).

**3. Practice and Policy Development Role**

* To strengthen Children 1st’s public policy by ensuring it is informed by our work.
* To make an active contribution to/participate in relevant professional events (e.g. seminars, conferences etc.) and dissemination of any useful information.
* To regularly update personal knowledge base concerning the latest best practice and research findings and relevant changes to legislation, statutory instruments and codes of practice and using the knowledge gained in policy and practice discussions.
* To promote the involvement of volunteers in all aspects of our work.
* To undertake a lead practice and policy development role in designated areas of work for the purposes of protecting and fulfilling children’s rights, enhancing practice and policy, achieving consistency in standards of practice and contributing to policy decisions.

**INTERNAL AND EXTERNAL RELATIONSHIPS:**

**Internal**

* To develop excellent working relationships across the whole organization for the benefit of meeting strategic priorities and protecting and fulfilling children’s rights.

**External**

* To promote and effectively represent Children 1st in a wide range of situations.
* To develop effective relationships with a wide range of external partners and agencies, statutory and voluntary organisations, government agencies, funding bodies and commercial sponsors to advance the purpose of the charity for children and families.
* To undertake as required public speaking engagements (e.g. seminars and conferences and fundraising events).

## Person Specification

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| --- | --- | --- | --- | --- |
| Need to Have | Need to Show | Need to Know | Need to Be | Core Values |
| * MSW/DipSW or equivalent qualification level and relevance. * Substantial post qualifying experience in work with children, young people and families, including experience of child protection processes. * Significant and relevant middle management. experience within social work or a social care organisation. * Experience of identifying potential new service areas, negotiating, and establishing new developments. * Experience of reviewing/auditing needs and services. * Ability to establish appropriate strategic partnerships to develop innovative and effective plans.   **Desirable**   * Relevant management qualification or evidence of further formal management development relevant to post | * Demonstrate the professional skills required to respond to a diversity of cultures, individuals and environments. * Ability to apply a business planning approach. * Marketing & negotiating skills. * Analytical and decision-making skills. * Ability to consult with and engage service users and others. * Change management skills. * Budget and financial skills. * Understanding commissioning processes within local government. * Experience of staff training and development. | * Issues which impact on children, young people and families stemming from: * Legislation * Developments in professional practice * Trends in social policy. * Adult and Child Protection policies and procedures. * Understanding of outcome focused service planning and evaluation. * Statutory structures relating to Children & Family services and the implications of this for a voluntary childcare organisation. * Disciplinary, grievance and other Human Resource issues. | * Flexible in approach to work * Committed to and understand the principles of working with volunteers. * Able and willing to travel as required to services and offices across the region. * Committed to Children 1st approach and the relational nature of our work. * Confident and able to form effective and credible relationships with all levels of staff * Aware of personal responsibility in relation to health and safety. | Our core values guide how each one of us works in our individual day to day job:  **Respect**  Treating everyone with respect and fairness  **Integrity**  Being responsible and accountable  **Participation**  Involving others in our work  **Excellence**  Striving for the highest possible standards |