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**“Early Break is a young people and family charity that believes excellence at all points of delivery is a requirement. If you take pride in your work, are hardworking, want to be professionally challenged and are passionate to make a difference in the lives of others then our organisation could well suit you. We have a strong set of values determined by staff which we continuously work towards. It is our shared expectation our staff will be “professionally curious” both in their delivery and ongoing professional development.” Vicky Maloney, CEO**

|  |  |
| --- | --- |
| **Role Name** | **Team Leader – Salford/Trafford**  |
| **Key Focus/Role Purpose** | Provide day to day support to management team in creating and maintaining the highest standards in clinical service delivery to clients where substance use is an issue.Manage appointed workers within the Early Break geographical areas.Ensure that workers fulfil all professional requirements expected of them, including safeguarding, clinical supervision and case work management and recording on related Service database. Support the Operational Managers in the delivery of the Service operational plan targets and actions as related to contracted work and service ambition.Understand the theoretical model upon which Early Break is based and work within the person-centred ethos.To represent the Service at relevant meetings locally and nationally |
| **Role Size** | **Early Break Pay Spine Points 13 to 16, £31395-£34314 per annum. Subject to review.** **Full time 12 month in the first instance**  |
| **Minimum Qualifications** | Relevant professional qualification e.g. in substance work or similar such as social work, teaching, youth & community work, counselling, emotional well being Managerial qualification or willingness to undertake this  |
| **Additional**  | Experience in line management or development of others Experience in case work in substance misuse with young people/and/or parental substance use  |
| **Reports to** | Operational Managers Salford/Trafford as well as Operations Director in matrix arrangement  |

**Key Deliverables:**

* To support the SLT in the delivery of the Service ensuring targets are met and workers supported in their practice.
* To support SLT in the implementation of the existing area operational (and other subsequent) plans.
* To undertake case reviews and allocation of cases
* Develop workers through Personal Development Plans and agreed internal performance processes
* To deliver the model of service to the highest possible standards in service delivery to young clients and their families
* To provide education/information/training sessions, as appropriate
* To ensure that all necessary administration, recording and reporting is undertaken to specified deadlines
* To support on the recruitment and management of staff offering Advocacy.
* Manage a small caseload and function as a key worker for young service users with substance related needs as required
* To contribute to the development of reports on service activity
* To actively promote the charitable aspects of the service to the workforce
* To promote the service digital media and lead by example to the workforce

**Along with all Service workers you will, in the course of normal activities:**

* Contribute to the maintenance of an ethos in which all workers, clients and all in contact with Early Break are valued and shown respect
* To ensure that Early Break is represented in a professional manner at all times
* Support the Senior Leadership Team and the Trustee Board in the delivery of Early Break services to the highest possible standards
* Deliver training and support for workers, as appropriate
* Represent the Service at relevant meetings, nationally, regionally and locally, as required and appropriate
* Assist in the development of new ideas and initiatives, where appropriate
* To ensure that all Service Policies and Procedures are adhered to and contribute to reviews of Policies and Protocols where required
* Support the implementation of Clinical Governance in Service
* To contribute to the implementing a robust Equal Opportunities/Anti-Discriminatory Practice framework for the Service
* To take on Health and Safety responsibilities, as designated by the Chief Executive
* To undertake any additional duties as directed by, and negotiated with, the Chief Executive

**Key Knowledge, Skills and Experience**

* Hold a relevant professional qualification e.g. in either substance work, emotional health and Well Being social work, teaching, youth & community work, counselling, substance use
* Hold or be willing to work towards a managerial qualification
* Experience of work with young people and/or adults around substance related need
* Ability and understanding to be a “fearless presence” in your work
* Skills and ability to lead/motivate workers
* Ability to provide training/information sessions for colleagues
* Ability to network and influence effectively with other workers from a range of services
* Experience in personnel line management and/or coordination **or** with the ability and desire to develop these skills through further training
* Ability to contribute to the writing, development, review and evaluation of Service policies
* Experience and ability to review, record and report on work undertaken
* Well-developed interpersonal and relationship building skills, including the ability to form effective working relationships
* Excellent communication skills, both written and verbal, and including computer literacy
* Well-developed organisational skills in managing deadlines, timetables, multi-tasking and setting priorities, taking responsibility for own time management
* Communicate effectively at team leader levels, in a style appropriate to audience
* Aspirational Leadership skills
* Ability to write and interpret reports
* Good understanding of, and the ability to communicate with others about, the Early Break philosophy and theoretical basis as an organisation and its underpinning values

**March 2024**

**Vicky Maloney – CEO**

**Key Competencies and Qualities that will feature in your Personal Development Plan**

|  |  |
| --- | --- |
| **Competency** | **Criteria** |
| **Personal Impact** | * Recognise the impact of own words, actions and personal presentation on others
* Respects and appreciates individual and cultural differences
* Acts with integrity and builds trust
* Takes time to listen and consider views of others
 |
| **Commitment to Early Break Values** | * Presents a consistent and positive image of the business both internally and externally
* Ensures personal behaviour upholds the image of the business
 |
| **Flexibility** | * Accepts that a role will be one of continuous change
* Keen to develop new approaches in light of changing business circumstances
* Accepts that the role is varied
* Acts as a change agent to implement and seek acceptance of change
 |
| **Entrepreneurial Thinking** | * Open minded in considering new opportunities for business development
* Challenges the status quo and applies “out of the box” thinking
 |
| **Self Development** | * Approaches feedback as suggestions for development rather than personal attacks
* Develop the skills and insight to become a reflective practitioner in own area of expertise
* Identifies new areas for learning and applies learning to improve business performance
 |
| **Developing Others** | * Helps others to evaluate their own performance through the Early Break consultancy model
* Provides reflective and effective feedback to others
 |
| **Fearless Presence** | * Brave enough to take the lead on an approach even if that means standing alone to do so
* Not afraid to voice opinion despite collective opposition
* Will take a chance based on calculating the level of risk involved
* Will be a challenging supportive voice for the “unheard” – be it client or colleague
 |

**Early Break Values**

**Trustworthy**

We are a reliable, consistent presence for our clients, conducting ethical business with all stakeholders

**Accountable**

We work with openness and transparency ensuring our excellent standards are upheld and open to scrutiny

**Fair**

We act with integrity, ensuring that people we encounter are treated with respect. We embrace the diversity of our communities and strive to make our offer equal for all.

**Collaborative**

We believe that working effectively with others serves to strengthen available resources and improve outcomes

**Innovative**

We are both forward thinking and morally creative in our work, with a desire to continually improve our services

**Compassionate**

Because we care, we take a fearless yet respectful presence in our professional commitments

**SUMMARY OF TERMS AND CONDITIONS**

**JOB ROLE: Team Leader**

1. Basis

This is a part time post. The hours of work are 37 hours per week (2.5 days) which are flexible to include some early starts and later finishes, required as part of the post holder’s duties. The post holder’s Line Manager will conduct regular performance reviews. Please note that Early Break does not operate flexi-time or TOIL systems

2. Salary

The salary for this post is EB Pay Spine Points 13-16 (£31395 -£34314 per annum).Salary will be paid monthly by Bank or Building Society Credit Transfer.

3. Annual Leave

Annual leave entitlement is 30 days, plus 8 Statutory Bank Holidays (pro rata). Up to three leave days may be designated by the Service each year for Christmas period closure.

4. Pension

Early Break will contribute 6% of salary on a monthly basis to each employee’s Personal Pension Scheme, administered by Aegon. This will be set up for each new employee at the start of his/her employment with Early Break. In the event of an employee having an existing Personal Pension Scheme, then this may be nominated as the recipient of the Employer’s (Early Break) contribution. Evidence of the pre-existing scheme must be provided by the employee before this can be actioned.

5. Equal Opportunities

Early Break is committed to equal opportunities and non-discriminatory practice and there is an obligation to all staff to respect, and act in accordance with, this policy.

6. Training and Development

As part of the worker appraisal/review process, training needs will be identified. These may be met by workers having opportunities to attend in-house training courses as well as appropriate external courses. All workers are responsible for their own learning and development and Early Break is committed to providing professional development opportunities to workers in order to provide the best possible service to clients.

7. Notice

Written notice of 4 weeks is required from the Postholder in the event of termination of the work contract after the successful completion of the probationary period.

8. Flexibility

All workers are required to work flexibly and adapt to changes so that the Service can stay as responsive as possible to Client, Service and Commissioners’ needs.

**PLEASE NOTE THAT ANY OFFER OF EMPLOYMENT AT EARLY BREAK IS MADE SUBJECT TO SATISFACTORY REFERENCES AND SATISFACTORY ENHANCED DISCLOSURE AND BARRING CHECK.**

**A MEDICAL ASSESSMENT WILL BE CARRIED OUT ONLY AFTER AN OFFER OF EMPLOYMENT HAS BEEN MADE.**