

JOB DESCRIPTION

JOB TITLE: Team Manager, North Wales Advocacy

OFFICE LOCATION: Caernarfon (possible relocation in coming months)

LINE MANAGER: Director of Advocacy

SUPERVISORY RESPONSIBILITIES: All staff associated with the project

PRINCIPAL JOB PURPOSE:

The Team Manager will have key line management responsibilities for the North Wales Advocacy Service, responsible for developing, managing and supervising the staff team across the six counties of North Wales (Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham). The Team Manager will engage with professionals in respect of individual issues, training and awareness raising, children's rights development and where relevant, practice and policy development and may be responsible for recruiting and managing volunteers.

The post holder will ensure that:

All aspects of the service are managed in accordance with TGP Cymru's policies and procedures.

The service's practice standards, aims and objectives and key outcomes are achieved in accordance with the partnership agreement between the Commissioners and TGP Cymru.

DUTIES & RESPONSIBILITIES

1. Develop, provide and manage an independent and confidential service for children and young people in accordance with the Service Level Agreement.
2. To line manage and supervise members of the team, implementing and maintaining TGP Cymru's policies and practice.
3. Carry out the function of Appointing Manager when necessary in the recruitment of staff in accordance with TGP Cymru's recruitment and selection policies and procedures.
4. Carry out induction, supervision and appraisal of staff in line with TGP Cymru's policies and procedures.
5. Construct a staff development plan and to ensure that practitioners are enabled to receive necessary training.
6. Manage the service budget ensuring compliance with TGP Cymru's policies and procedures.
7. Ensure that financial and administrative systems are carried out in accordance with TGP Cymru's policies and procedures.
8. Develop and be responsible for the effective implementation of the team's work plan and the assessment of its work against agreed objectives.
9. Ensure that accurate records are kept in accordance with TGP Cymru's policies and procedures and compliant with the Data Protection and Access to Records Legislation and

ensure systems are in place to gather data for the purposes of monitoring, reviewing and reporting and co-ordinate the monitoring and evaluation of the team's activity.

10. Ensure that Safeguarding concerns which arise are identified and appropriate decisions are made regarding risk assessment and referral to Social Services / other appropriate agencies.
11. Ensure that all relevant staff are appropriately trained in safeguarding and are familiar with TGP Cymru's Safeguarding and Confidentiality Policy and know what is expected of them.
12. Contribute to the overall management of TGP Cymru.
13. Maintain good working relationships with Commissioners, Partners and other agencies.
14. Ensure that equal opportunities and anti-discriminatory practice are promoted in all aspects of the work.
15. Function as Health and Safety Officer for the Service.
16. Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.

WORKING CONDITIONS – 37 hours per week

In order to provide a service that is available and accessible for children and young people, some work outside of office hours is necessary requiring a flexible approach to the working week. Occasional weekend work may be required and occasional stay away from home overnight to attend training.

Travel to various locations requiring a full driving licence and access to transport.

Core competencies (Applicable to all staff)

Communicating Effectively:	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
Respecting Individual and Cultural Differences:	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
Showing Team Spirit:	Develops effective relationships with colleagues and team members within and across the organisation
Managing Yourself:	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
Producing Results:	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
Embracing Change:	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

PERSON SPECIFICATION

(Specific to this role)

*When completing your application form, please ensure you include evidence of how you meet all the essential criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read:-
‘Guidelines for completing the application form’

REQUIREMENTS	ESSENTIAL/ DESIRABLE	HOW MEASURED Application Form (A) Interview (I) Documentation (D) Test (T)
QUALIFICATIONS		
A professional qualification in social work, youth and community work or related discipline such as Health and Education. Considerable related experience may be considered as an alternative.	E	A – D
A recognised management qualification or willingness to work towards.	E	A – D
EXPERIENCE OF:		
<ul style="list-style-type: none"> • Managing/ leading a team 	E	A-I
<ul style="list-style-type: none"> • Project/ service development 	E	A-I
<ul style="list-style-type: none"> • Multi agency working 	E	A-I
<ul style="list-style-type: none"> • Direct work with children and young people 	E	A-I
<ul style="list-style-type: none"> • Providing Independent Professional Advocacy for children young people 	D	A-I
SKILLS, KNOWLEDGE AND UNDERSTANDING		
<ul style="list-style-type: none"> • Management and Leadership 	E	A-I
<ul style="list-style-type: none"> • Independent Professional Advocacy 	E	A-I
<ul style="list-style-type: none"> • Issues affecting children and young people in the Care System (including Looked After Children and Children in receipt of Care and Support from Social Services) 	E	A-I
OTHER		
<ul style="list-style-type: none"> • The ability to speak Welsh 	D	A – I
<ul style="list-style-type: none"> • Full driving licence 	E	A – I

