Job description
Project Manager

HOURS: 37 hours per week
GRADE: Family Action Grade 4 Point 29-33
SERVICE: Family Action Bradford Children and Families Therapeutic Services
REPORTS TO: Operational Manager
LOCATION: Cutler Heights Lane Bradford

FUNCTION: To manage Family Action Bradford’s Children and Families Therapeutic Services. The successful candidate will lead on the design, delivery and development of innovative services with responsibility for the line management and supervision of a team of therapeutic practitioners. The role will involve working with other organisations at a strategic level to ensure a partnership approach to service delivery across the district and a willingness to work with the Operational Manager and Family Action Business Development Unit to pursue new growth opportunities.

Main Responsibilities

1. Provide effective leadership and high quality reflective supervision for project staff ensuring all work is carried out to Family Action minimum standards and is designed and delivered to maximise agreed outcomes.

2. Take lead responsibility for practice related HR & staff issues, and ensure staff development through Induction, regular supervision, annual appraisal and personal development plans.

3. Devise and implement effective systems for monitoring and evaluation purposes and produce reports that demonstrate impact as required by commission and the organization.

4. Demonstrate an understanding of, and comply with Family Action’s standards and procedures for promoting and safeguarding the welfare of children and vulnerable adults, taking a lead role in managing safeguarding.

5. Take responsibility for ensuring all assigned work is undertaken effectively and in accordance with project delivery models and ensure that outcomes focused planning is
embedded within the service and case work is regularly reviewed and audited.

6. Prepare annual budgets and oversee management accounts with support from Operational Manager.

7. Ensure the implementation of Family Action’s Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

8. Oversee the implementation of Family Action’s Health and Safety Policy, Data Protection Policy and protect your own and others’ health, safety and welfare.

9. Manage risk planning procedures, ensuring that all risk assessments and assessments are properly completed to agreed timescales and that work is accurately recorded.

10. Represent Family Action on inter-agency strategic planning and developmental groups and play a lead role in the continued development of therapeutic services both internally within Family Action and externally within the Bradford District.

11. Ensure effective partnership working with other relevant agencies including health, education, social care, and voluntary organisations in order to ensure a joined up approach in the delivery of services and development of effective referral pathways.

12. Promote professional and public awareness of the organisation’s work and of the views and needs of service users. Represent Family Action in relevant external and internal service related forums and meetings.

13. Develop a coproduction approach to service planning and delivery, ensuring ongoing development of provision in line with the needs of service users.

14. Share ideas and work collaboratively to develop new areas of work and contribute to the writing of tenders and funding applications.

15. Evidence the values which underpin Family Action’s mission of ‘building stronger families’ by:

   a) Being people focused
   b) Reflecting a ‘can do’ approach
   c) Striving for excellence in everything we do
   d) Having mutual respect for everyone we work with, work for and support through our service

16. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
PERSON SPECIFICATION
Project Manager

1. Candidates should be qualified to degree level and have either a qualification in social work /mental health, or hold a recognised relevant therapeutic qualification and be registered and accredited with a recognised accrediting therapy body:

2. An excellent understanding of the support needs of children and families experiencing bereavement, domestic abuse and sexual abuse and ability to lead on a whole family approach to service delivery.

3. Ability to lead on the development of outcomes focused planning and to evaluate and review services in order to demonstrate impact.

4. Evidence of providing strong leadership, and direct staff management, including recruitment, performance and development.

5. Ability to provide reflective supervision for staff who deliver therapeutic services to children and their families.

6. Demonstrable Knowledge and skills in the delivery of evidence based approaches to working with children and families who have experienced sexual abuse, trauma and loss.

7. Evidence of successful management of services, including budgetary Responsibility and delivering on outcomes.

8. Sound experience in relation to the management of cases where there are complex safeguarding issues.

9. Ability to work as a member of a management team and make a contribution to the development of services both locally and nationally.

10. Demonstrate understanding of the impact of discrimination and social exclusion on the lives of children and families and ability to tailor services to meet the needs of marginalised service users.

11. Evidence of working collaboratively within a multi-agency and partnership environment.

12. Knowledge and skills in the development of coproduction and evidence of involving service users and volunteers in the development of services.

13. Excellent organisational, communication and presentation skills including evidence of applying IT systems and programmes for maintaining records and quality assurance of
services.

14. Ability to manage own workload and work independently, knowing when to seek guidance and support and to manage both personal and professional development using supervision, consultation and support where necessary.

15. Evidence of promoting professional and public awareness of an organisation’s work and the views and needs of service users. Ability to Represent Family Action in relevant external and internal service related forums and meetings

16. Ability to evidence Family Action’s values at all times, which underpin Family Action’s mission of ‘building stronger families’ by:

   e) Being people focused
   f) Reflecting a ‘can do’ approach
   g) Striving for excellence in everything we do
   h) Having mutual respect for everyone we work with, work for and support through our services

17. Ability to Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.