



## Team Leader *Job Description*

<b>Service:</b>	<i>Mental Health and Wellbeing</i>
<b>Reports To:</b>	<i>Senior Team Leader / Service Manager</i>
<b>Location:</b>	<i>Hybrid working; between home, Young Somerset bases countywide and other community/education delivery locations</i>
<b>Main Purpose of Post</b>	
<p>Responsible for the day-to-day planning, management and delivery of specified projects and activities for a defined specialist team, helping to meet the organisation’s aims and objectives by:</p> <ol style="list-style-type: none"> <li>1. Leading the operational management of functions relating to a defined area of responsibility and/or allocated projects.</li> <li>2. Directly engaging with individuals and groups of baby/toddler, children/young people families/carers, to promote and support their engagement in mental health and wellbeing opportunities.</li> <li>3. Acting as an “on the ground” subject matter expert in relation to area/s of responsibility and/or allocated projects, ensuring collaboration across the organisation; guiding and supporting Service Managers and SLT in their decision-making and policy development.</li> <li>4. Managing a team of staff and/or volunteers responsible for delivering a specialist operational function.</li> <li>5. Working with and developing highly effectively working relationships with a range of young people, partners, funders and community organisations; acting as an Ambassador for Young Somerset to deliver effective operations.</li> </ol>	
<b>Main Responsibilities and Duties</b>	
<p>Responsibilities and duties common to all Young Somerset Team Leaders are included below. For service-specific functions and objectives, please refer to the designated Assignment Scope.</p> <ul style="list-style-type: none"> <li>• To ensure effective delivery of activities and/or interventions to children and young people aged 0-18 (or up to 25 where young people have an EHCP), using appropriate methods or methodologies, in order to meet defined outcomes.</li> <li>• To model safe and quality practice in the delivery of activities and/or interventions to children, young people and families, managing day to day issues and incidents in liaison with specialist staff, for example the Senior Safeguarding Officer or Clinical Lead, as appropriate.</li> <li>• To attend and actively participate in a range of internal and external meetings; collaborating with colleagues across Young Somerset, partner agencies and local community</li> </ul>	

representatives, to maximise the opportunities available to young people, ensure contractual requirements are met and to identify and resolve day to day operational issues.

- To line-manage and provide operational guidance to staff and volunteers within area and/or projects of responsibility, and to support recruitment and induction of new staff and volunteers, in accordance with effective performance management and workforce and staff development requirements.
- To ensure effective data recording and reporting within area of responsibility, providing evidence of outcomes; reporting to partners or funders, as required.
- To ensure that in all respects of direct service delivery, relevant policies and best practice are adhered to including safeguarding, safer recruitment and selection, health and safety, safe delivery, equality and diversity, finance and participation.
- To be responsible for the safe and efficient management and deployment of staff, volunteers and resources within designated area of responsibility, in line with Young Somerset policies and funder/partner requirements, showing consideration to budgets.

The post holder may be required to undertake additional duties commensurate with the level of this post.

#### **Additional Information**

The postholder must be able to demonstrate commitment and enthusiasm towards Young Somerset's four core values: Putting Young People First, Inspiring, Collaborating, Going Further.

The post will be a combination of home, office-based work and operational delivery from a range of community and education locations. Staff should prioritise direct delivery to children, young people and families. ICT should be used appropriately to support this work, ensuring it does not detract from meaningful, in-person engagement with young people. Some moderate physical effort is required. The postholder may be required to pack and transport resources and to support young people in a range of indoor and outdoor environments, which may include some lifting and carrying.

An Enhanced DBS clearance is required as post holder will be working with children and young people. This post is exempt from the Rehabilitation of Offenders Act.

This role may involve some evening and weekend work. It requires a combination of home, office-based work and attendance at a range of community locations countywide so requires a clean driving licence.

The postholder will receive supervision, if applicable to role

The salary for this role is £37,413 for 37 hours per week.

Holiday entitlement is 27 days, plus 8 Bank Holidays (with an additional 5 days following 5 years' service).

#### **Qualifications**

**Essential**

- A qualification relevant to the service or project area of deployment
- Qualified or acquired knowledge to degree level
- Evidence of post-qualification study, preferably in a relevant subject area

**Desirable**

- Qualification in relevant service-specific discipline e.g. mental health nursing, education
- Level 2 Safeguarding
- Level 2 Health and Safety
- Level 2 First Aid

**Experience****Essential**

- Delivering activities or interventions to young people with specific needs
- Management of quality and safe services for young people
- Line management and deployment of staff / volunteers
- Resource management
- Multi-agency and partnership engagement
- Specialist knowledge relating to the service/area of deployment
- Intermediate knowledge of Microsoft applications and willingness to undertake training relevant to role
- Highly effective communication and interpersonal skills
- Strong planning and organisational ability

**Desirable**

- Working for a charity