

Job Description – **Job Share, Part-Time Family Support Team Lead – West of Scotland**

Support Services at SBH Scotland have the key aims of:

1. Increasing awareness and understanding of spina bifida and hydrocephalus across Scotland so that those affected are empowered and supported appropriately to achieve their potential
2. Offering support to families, children, young people and adults affected by spina bifida and hydrocephalus so that they are empowered to reach their potential

SBH Scotland Support Services use a person-centred approach to tailor information and support appropriately according to individual need. SBH Scotland works in partnership with other agencies to provide information and support throughout the lifespan.

Job Share, Part Time Family Support Team Lead in the West of Scotland

Accountable to: CEO.

Reports to: Senior Management Team.

Working in partnership with: Existing Part Time Family Support Team Lead

Place of Work: Dan Young Building Head Office in Dullatur with hybrid home working model welcomed. Requirement for some travel within the West of Scotland to accommodate needs of service users.

Working Hours: 18 Hours per week. The role will necessitate working some hours out with normal office hours, including evening and some weekends

Salary: £24k to £29k Pro rata (35 hour Full time equivalent)

We offer: Workplace pension scheme, flexible working hours, salary sacrifice scheme, death in service benefit, 30 days annual leave plus 4 statutory days (additional days added after 3 years service - Annual Leave is pro-rata for Part-Time)

Main Duties and Responsibilities:

- To ensure that the organisation's family support service delivery is of a high standard
- To provide and enable the provision of specialist information, advocacy and support to children, young people, adults and their families and carers affected by Spina Bifida and/or Hydrocephalus
- To liaise and work in partnership with other statutory and voluntary organisations to respond to and develop resources to meet the needs of service users
- To manage and provide support and supervision for Family Support staff in the team
- To contribute to the strategic direction and development within the organisation
- To liaise with and provide information for the Appeals and Fundraising Team to assist in the evaluation of existing and development of new funding bids and regular reports to existing funders.

- To liaise (with the Job Share partner) and other team members to ensure management cover throughout the period of family support operational delivery each week
- To work collaboratively (with your Job Share partner) other team members to ensure that all key tasks of the post are delivered.
- To work collaboratively with the Clinical Innovation and Research team in both service delivery and research
- To ensure that reporting and recording of all service user intervention is accurate, up to date and secure
- To report on a regular basis to the Senior Management Team on all aspects of family support service delivery and development in the region and to identify any current opportunities or challenges which are impacting on the service.
- To liaise with the National Family Support Training and Development Lead on all aspects relating to Mandatory and Discretionary training opportunities
- To ensure all Safeguarding disclosures and regular updates are notified and recorded as per current SBH Scotland guidelines
- To manage existing family support services and provide leadership, supervision and support for all family support staff in the region.
- To undertake any other tasks commensurate with the role of Family Support Team Leader

Job Requirements/Competencies

- You should be a confident, innovative and skilled practitioner who wants to make a difference.
- You should be equally comfortable working on your own initiative as well as working collaboratively with other teams within SBH Scotland and professionals in Health, Social Care, Early Learning and Child Care Centres, Schools and further education colleges and universities.
- You should be fully IT competent and be fluent in Office 365 and have a dedicated space at home with good broadband connection.
- We anticipate that this post will be a balanced post working from home and office (based in our purpose-built Family Support Centre in Cumbernauld)
- You would be expected to abide by and adhere to all SBH Scotland Policies, Guidelines and Protocols as amended from time to time.
- There would be occasional Evening and weekend work



Person Specification – Team Leader

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> ➤ Educated to degree level or equivalent level of relevant knowledge/experience. ➤ Experience of working with children & young people and adults ➤ A current full driving license and use of a car own car for business use is required. 	<ul style="list-style-type: none"> ➤ Experiences of working with children, young people and adults with special needs
Knowledge	<ul style="list-style-type: none"> ➤ Knowledge of developmental milestones. ➤ Computer literate and able to use databases, social media & mobile technologies ➤ Knowledge and understanding of Child Protection and Protection of Vulnerable Groups ➤ Experience of working with children young people, adults and families in a variety of settings 	<ul style="list-style-type: none"> ➤ Knowledge and understanding of Spina Bifida and/or Hydrocephalus ➤ Knowledge and understanding of partner agencies and support networks ➤ Understanding of additional support needs





Abilities and skills	<ul style="list-style-type: none"> ➤ Excellent interpersonal skills and ability to develop constructive working relationships with identified children young people adults and families as well as a wide range of service users, carers and partner agencies. ➤ Proactive, resourceful and willing to contribute to the team in the interests of overall service aims. ➤ Able to make safe judgements in accordance with the organisation's policies on lone working ➤ Ability to make decisions re the reporting of child protection (and vulnerable adults) issues and to ensure that such decisions are made within the context of the organisation's Policies. ➤ Facilitator skills ➤ Ability to effectively supervise and support team staff and volunteers 	<ul style="list-style-type: none"> ➤ Creative skills
Personal Qualities	<ul style="list-style-type: none"> ➤ Good communicator with children & young people, adults, parents and carers ➤ Ability to combine management and practitioner role effectively ➤ Lead by example and within agreed organisational policies and in line strategic development plan ➤ Resourceful and empathic, with a commitment to a person centred approach ➤ A "can do" approach ➤ Enthusiastic and willing to learn 	