

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Team Leader – Targeted Youth Support and Young Carers Services</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£41,771 to £47,181 per year plus £729 London Weighting and £963 Essential Car User Allowance</b>
<b>Section:</b>	<b>Early Help</b>	<b>Grade:</b>	<b>BG-F SCP 31 - 36</b>
<b>Location:</b>	<b>Braccan Walk</b>	<b>Work Style:</b>	<b>Hybrid</b>

### Key Objectives of the role

Lead the Young Carers team, ensuring statutory duties are met and young carers are identified early across the partnership. Collaborate with partners to design and deliver accessible, high-quality support that meets the needs of young carers in Bracknell Forest.

Provide effective line management to youth workers and lead the planning and delivery of targeted youth groups, ensuring each group has a clear purpose, defined outcomes and adapts to emerging needs while maintaining safe and responsive practice.

Work with partners and the Council's commissioning team to complete contract monitoring in line with Contract Management Guidance.

Support the Team Manager in delivering the youth strategy and action plan, ensuring deadlines are met and high-quality, sustainable provision is embedded.

Identify and secure internal and external funding and develop a volunteer offer to support the growth of youth and young carers services, ensuring resources are maximised and aligned to service priorities.

### Designation of post and position within departmental structure

This post reports to the Targeted Youth Support Team Manager, with a dotted-line relationship to the Head of Service for Young Carers Services, and is responsible for line-managing approximately six staff members, including Targeted Youth Support Youth Professionals responsible for group work delivery, one SEND Early Help Youth Professional, and two Young Carers Professionals, with staffing levels subject to fluctuation.

## Daily and monthly responsibilities

1. Provide day-to-day line management to Early Help Youth Professionals and Young Carers Professionals, ensuring high-quality supervision, reflective practice and annual appraisals are completed to a high standard.
2. Coordinate the operational development and delivery of targeted youth groups, including SEND IT, LGBTQIA+, Migration and Elective Home Education groups, ensuring these are well-promoted, inclusive, purposeful, outcome-focused and delivered within allocated budgets.
3. As the service's subject expert on young carers and targeted group work, provide professional guidance, training, written reports and high-quality support tailored to the needs of young carers and young people in Bracknell Forest.
4. Co-produce activities and events with young people and work in collaboration with internal colleagues and external partners to plan, design and deliver accessible youth interventions that align with the Youth Strategy and Action Plan.
5. Undertake contract monitoring in line with Bracknell Forest Council's Contract Management Guidance for commissioned services.
6. Support the Team Manager in delivering the strategic objectives for youth services and young carers services, contributing highlight reports as needed and ensuring alignment with key council strategies.
7. Lead quality assurance activity across service areas, including observations of practice and the translation of learning into improved service delivery.
8. Identify and apply for internal and external funding streams to support the growth and development of youth and young carers services.
9. In the absence of the Youth Services Team Manager, represent the service and, where required, chair operational meetings to support young people and the ongoing development of the youth offer.
10. Ensure risks are appropriately escalated, mitigations clearly identified and shared with managers, and that all youth interventions reflect best practice and meet the emerging needs of young people across Bracknell Forest.
11. Ensure the Braccan Walk Youth Hub is maintained in line with Bracknell Forest Council procedures, overseeing the day-to-day upkeep of the building, completing and updating asset registers, and ensuring that all equipment, resources and facilities are safe, compliant and fit for purpose.

## Scope of role

- As a designated flexible worker, you will have the flexibility to divide your time between Braccan Walk Youth Hubs as required.
- You will be responsible for following and maintaining all policies and procedures.
- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- The job description will be flexible to allow for changing priorities and needs developed in conjunction with you.

- Commitment to the Council's Equal Opportunities policy at all times
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only
- Commitment to the Council's Equal Opportunities policy at all times
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to level 4 in management and / or equivalent experience in working with young people or young carers.</li> <li>• Educated to GCSE A-C level or equivalent (to include Maths and English).</li> </ul>	<ul style="list-style-type: none"> <li>• Degree educated</li> <li>• Educated to level 5 in management</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</li> <li>• Proven experience leading services for young people that deliver positive outcomes.</li> <li>• Ability to build effective working relationships with partners and stakeholders.</li> <li>• Excellent communication, IT and report-writing skills.</li> <li>• Relevant experience working directly with children, young people and their families.</li> <li>• Knowledge and practical experience of multi-agency working.</li> <li>• Understanding of information sharing, including relevant guidance and legislation.</li> <li>• Awareness of the range of agencies supporting children, young people and families.</li> <li>• Commitment to holistic, whole-family support approaches.</li> <li>• Experience completing detailed risk assessments.</li> <li>• Knowledge of available services and support pathways for young people.</li> <li>• Understanding of inclusion, equality and diversity and ability to promote positive values.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of monitoring and evaluation techniques.</li> <li>• Negotiation skills</li> <li>• Experience of working in a multi-agency environment.</li> <li>• Experience / knowledge of measuring impact and outcomes.</li> <li>• Understanding of working in partnership with the statutory, voluntary and community sectors to achieve goals</li> <li>• Ability to deliver high quality work programmes.</li> <li>• Awareness of the national agenda for young people and young carers</li> <li>• Knowledge of the range of factors that will influence and impact on a young person's life.</li> </ul>

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- Ability to demonstrate empathy and build confidence with young people, parents and partners.
- Commitment to early help principles.
- Proactive, self-motivated and solution-focused, with the ability to think creatively.
- Able to recognise and manage conflicting priorities.
- Capable of working both collaboratively and independently using own initiative.
- Experience in change, project and team management, including:
  - motivating teams to deliver complex workloads
  - coaching and mentoring for performance
  - negotiating and influencing at all levels to gain commitment

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**Work-related Personal Requirements**

- Understanding of the range and types of services and supports available to children, young people, and families.
- Understanding of inclusion, equality and diversity and how to promote positive values.
- Empathy with and ability to instil confidence in parents and partners.
- Ability to up-skill professionals in a range of settings to meet the needs of vulnerable children and young people.
- Commitment to the principles of early help.
- Proactive and self-motivated.
- Ability to work in partnership with others, including children, young people and families.
- Solution focused and problem solving (thinking “outside the box”)

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	<ul style="list-style-type: none"> <li>• Able to recognise and manage conflicting pressures.</li> <li>• Able to work both collaboratively and independently using own initiative.</li> <li>• The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment with regular access to a vehicle.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• A satisfactory enhanced Disclosure and Barring Service check.</li> <li>• The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.</li> <li>• This post is exempt from the Rehabilitation of Offenders Act 1974</li> <li>• Flexibility about patterns of working hours which may include evenings/weekends</li> <li>• Commitment to equal opportunities and Anti-Discriminatory Practice</li> </ul>
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

