

## NI Regional Lead Job Description

<b>Post:</b>	Northern Ireland Regional Lead
<b>Project:</b>	Safe Places for Children UK
<b>Responsible To:</b>	Board of Trustees
<b>Reports To:</b>	General Manager of UK Operations
<b>Base:</b>	Northern Ireland
<b>Contract:</b>	Full Time Contract (Probation Period)
<b>Salary:</b>	£56,500.00 per a year.

### Background Information

Safe Places for Children was founded as a Registered Charity in April 2016 with the aim of supporting the most vulnerable young people within the residential care and outreach industry. Safe Places for Children provide complex traumatised young people in care with individualised therapeutic residential homes within either England or Northern Ireland. Our mission is At Safe Places, it's all about the young people. Our values focus on being supportive, responsive, passionate, professional, and united.

The Young People that Safe Places for Children provide care for can at times display Challenging Behaviours that include but are not limited to the following; Destroying Property, Absconding, Self-harming, Poor Hygiene, Sexually Acting out towards other Young People or Workers, Fire Fascination, Cruelty to Animals, Anti-social Behaviours, High level Defiance, Physical Aggression including Hitting, Spitting, Kicking, Threatening Young People and/or Workers and Verbal aggression.

Our aims and objectives at Safe Places for Children is to provide a model of care that focuses on providing stability, a nurturing & domestic environment that can support positive outcomes for Young People. The Service Delivery will operate in line with our Registered Homes Statement of Purpose and our Organisational Integrated Practice Framework (IPF). Safe Places for Children hire staff members that have the skills, qualities, experience, qualification, and abilities to work with High Risk and Complex Traumatized Young People. This Job Description outlines the roles and responsibilities in which you have been employed to provide, in relation to the Regional Lead.

### General Responsibilities

Employees of Safe Places for Children will be required to promote and support our mission: At Safe Places, it's all about the young people and our values which are to be Professional, Responsive, Passionate, United and Supportive with all stakeholders, colleagues and management that are connected with the organisation and also with young people in our care. The Regional Manager Lead is responsible for creating a positive environment and culture which is professional. A large part of the role is to develop relationships with all stakeholders and deliver Safe Places for Children aims and objectives within Northern Ireland. The post relates to managing, developing, growing, and stabilising the Area, as the Regional Lead has overall responsibility for all matters of Safe Places for Children's business within Northern Ireland.

This role is an executive management position, and requires the ability to make all operational decisions that support all team members within Northern Ireland. The Regional Lead is required to have a range of financial, operational, legislative, standards and leadership responsibilities that Safe Places for Children needed from them to meet overall operational needs for Northern Ireland. It's a specific job role that can see the Regional Lead

setting budgets in the head office one week, and then interviewing employees on the other side of their region for promotion the next week, while ensure the organisational services within Northern Ireland are running in line with the organisational values, policies, processes, and framework.

General responsibilities include, but is not limited to, the following criteria:

- This is an Executive Management position within Safe Places for Children, who is aiming to be the leading provider within the Health and Social Care Industry in Northern Ireland;
- The Regional Lead will make a significant difference in the delivery of services to young people in care and the working environment of team members, this includes ongoing development of team members to more senior positions, this relates to a step up of senior positions in the services;
- Ensure therapeutic support and behaviour support plans are in place for each child within the Area and the home is working in line with the organisational values, ethos, and mission;
- Implement effective residential care and education practice standards, policies, procedures and recording systems across the organisation within the Area and ensure the Registered Homes and other services are running in line with the organisational requirements;
- To be responsible for creating a comfortable and safe environment for children and workers within the Area and ensuring that urgent matters are resolved within a timely manner, this indicates taking the responsibility and lead on matters that relate to safeguarding, assessing risk and managing all operational matters;
- Contribute to other relevant governance and management groups, in particular the Leadership Team and provide detailed report to the Board of Trustees with regards to operational matters within the Area;
- Represent Safe Places for Children's brand and services externally, and present to commissioners and other agencies as required based on the members or groups that are within the locality of the Area;
- Ensure a high standard of care for and cleanliness of the houses and placement vehicles. Overall responsibility for maintaining standard within the Area and operating in line with organisational values, policies, and procedures.
- Understand and experience in working within legislated requirements in the provision of care for the Area. Taking responsibility for ensuring that standards and legislative requirements are being adhered too and implemented;

- Build, foster and maintain a number of relationships internally from residential staff, through to Registered Managers, other Regional Leads, and the Board. The Regional Lead is responsible for all matters with regards to staff within Area;
- Develop relationships with Senior Managers in Government Departments, and with other external agencies that can help to improve the standards and reputation of Safe Places for Children within the Area;
- Actively promote Safe Places services to all relevant departments, develop strong networking skills and ensure effective & timely communication with agencies in regard to service delivery. This includes conversations with regards to placement intakes and matching with team members and young people;
- Responsible for “Customer” research and identification of potential areas to provide further services/growth. This includes taking responsibility for the creation of new homes for forward planning for the Area, in terms of a long-, medium- and short-term approach.;
- Responsible for identifying, approving, and overseeing recruitment and selection of all positions within the Area that include; but not limited to Residential Youth Worker, Residential Key Workers, Deputy Managers and Registered Managers. Regional Lead to operate and implement safe recruitment standards and regulator guidance;
- Regional Lead to coach, supervise, guide, and support various Registered Managers and other team members positions across the Area and to deliver internal pathway plans for team members to step up to more Senior roles;
- Allocate and Coordinate team members within the Area to support placements, this relates to supporting and moving staff to support the needs within your Area, it is paramount that the Regional Lead takes complete control of all matters within the Area;
- Facilitate Area team meetings, Registered Manager meetings, discussions and supporting training within the Area to promote and develop Professional Development Plans for all staff members. This will further support compliance within the Area and help with internal promotion within the Area;
- Address performance, conduct and formal disciplinary issues with all team members within the Area. These performance issues and formal disciplinary matters, are to be managed as in line with Safe Places Policies and Procedures;
- Set and review household budgets and additional funding for each placement. Set and review the hours for delivery of each placement. Ensuring that hours support the current need within the operational placement and is in line to support the team to support the young person;

- Ensure equipment and assets are to a high standard within the Area, care of young people and properties are paramount in regard to level of standards expected. These should be reviewed daily and checks ongoing to ensure that standards are being adhered to across the Area;
- Ensure that resources are allocated to the care of young people and constantly review to ensure that standards are being made against legal requirements. The Regional Lead is responsible for ensuring the management of funds and spends within the Area;
- Adhere to the organisations policies, systems, and procedures at all times. Lead by example to the rest of staff members within the organisation. The Regional Lead is responsible for ensuring that they work in line with the parameters set by the organisation and lead on these matters;
- Review and respond to Licensing Standards and feedback from Social Services, Relevant Authorities, Regulators, and other agencies to support the Area in developing standards and reputation, this will support ongoing growth & improvement;
- The Regional Lead will participate in internal review of case audits with the Area Quality and Systems Manager and follow up on action items with their appointed Registered Managers, this will ensure that we are monitoring standards and compliances within the Area;
- Complete monthly reporting documents as required by your supervisor or the UK Board of Trustees. This includes but not limited to Regional Lead Monthly Report, Independent Visit Report, and input into various items such as Reg 32's and Schedule 5 Notifications;
- Oversee the Management and follow up of Critical Information Reports to Departments that include but not limited to Schedule 5 (NI). This helps with ensuring that the Regional Lead is aware of the Incidents and lead any follow up matters;
- Report legal requirements through to the Regulator Bodies, such as RQIA and NISCC. Ensuring that all standards and legal requirements are being adhered to for the organisation within the Area;
- The Regional Lead is required to perform all Registered Manager, Deputy Manager, Keyworker and Youth Worker duties, as there may be a need for some of the roles and responsibilities to be role model by the Regional Lead to help with ensuring that ethos and values are being followed;
- The Regional Lead to have autonomy and responsibility for significant operations at Safe Places for Children, particularly with regards to the Area. This should include,

but not limited to monthly house visits, joint supervisions, probation, yearly appraisal of staff, performance management and other duties noted with Policies and Procedures;

- Regional Lead owns the Area Stakeholder Analysis & Management. Successfully manages relationship with management and senior management teams, operations team, quality & systems, WHS and support functions, government departments, non-government agencies, service providers & other relevant community services;
- Negotiates Funding. Leads the commencement and completion of funding process with relevant client departments and ensures that there are adequate resources within the Area and that the Service Level Agreements are completed with the relevant authorities prior to the commencement of work;
- Leads complete placement management. Leads the co-ordination of front-line resources and the placement model to resource placements, ensure post-crisis support and contextualised practice within the Area;
- Minimum/average 5 days on call per week (this includes 2 weekends per month) however again this may have to be based over a 12-week average to balance out busy and quiet weeks. The lead is responsible for this. Emergency on call however this is at the discretion of the lead as situations must be responded to due to support being available to staff 24/7.
- Average 38 hours per week ideally Monday-Friday however the position is required to manage their own time and create their work life balance in line with the support the area needs. This may have to be done in line with 12-week average based on the needs of the service.
- Leads Property & Asset Management. Leads the securement and maintenance of properties and assets, gathering and utilising the appropriate inputs and documentations;
- Manages local approval & processes with the relevant authorities and other members of the group. Holds accountability for the timely delivery of Area or function process, reviewing and approving Area submissions;
- Strategic day-to-day overview of quality and operations within the Area. This relates to ensuring that all rota's are covered, ensuring that adequate staffing within the Area to help with the needs of supporting children and young people and work with the General Manager in regard to staffing needs and levels;
- Liaising with key people and building relationships with Regulators and

Commissioners, this is to help with ensuring that we meet the expectation and the requirement of us being able to be the preferred provider;

- Responsibility for ensuring managers assess, plan, action and evaluate the training and development needs of their teams and individual subordinates. The Regional lead to ensure that all managers take charge of absenteeism effectively so as to reduce and ultimately prevent occasions of unnecessary staff absence;
- To effectively manage staffing in accordance with operational strategy and comply with all relevant policies and procedures within the organisation. The Regional Lead is responsible for the Area Strategic plan and is to ensure that there is a plan that will help with ensuring that there is a clear plan for growth of services within Northern Ireland, that will help ensuring the long-term goal of getting the status of being a preferred provider;
- To manage and be the responsible person to cover Manager's holidays or absences and to cover homes which have Managements vacancies for as long as is required. To maintain a professional relationship with all employees within the Area;
- To ensure that employment protection legislation is implemented and Work Place Safety Systems are followed by all team members within the Area, this will ensure that any lead that is needed or required is managed and overseen by the Regional Lead;
- After a period of time there could be a requirement that the Regional Lead will become the Responsible Person with regards to all registered properties with RQIA, this will be directed by the Board, the Managing Director, and the General Manager of Operations.
- Any other duties, roles and responsibilities deemed necessary by Management.

## **Pay and Terms and Conditions**

<b>Salary</b>	£56,500.00 per a Year.
<b>Hours</b>	Full-time (Average 38 Hours A Week and 5 On-Calls (Included in Salary and Includes Weekend for urgent matters))
<b>Holidays</b>	33 days per year including bank holidays.
<b>Probation</b>	You will serve a probationary period of six months. This may be extended if considered appropriate.

**Waiting List,**

A waiting list may be compiled for any similar fixed-term or permanent vacancies that arise in the next 12 months.

The Regional lead will be required to travel to head office at the request of the leadership team and or board. There may be need to travel to England and Republic of Ireland (travel to these areas will be paid). The travel within Northern Ireland is included in the salary.

Canvassing, either directly or indirectly, will be an absolute disqualification. We will review this Job Description and it may include any other duties and responsibilities, as determine in consultation with the job holder. We do not intend to be rigid and inflexible but rather to provide guidelines within which the job holder works.

**Records Management**

All Safe Places for Children employees are legally responsible for all records held, created, or used as part of their business within Safe Places for Children, including client, corporate and administrative records whether paper-based or electronic and including emails. Safe Places expects all staff members to protect all associated data with regards to our line of work in a confidential and secure manner.

Staff members have a responsibility to report any breaches, issues, or concerns about data protection through to Safe Places Data Protection Officer or their Supervisor. Staff members are to operate and manage data in line with the organization's policies, processes, and procedures. Staff members are to be aware and function in a process that meets legal requirements stipulated in the Data Protection Act 2018 (DPA).

**Essential Skills and Qualifications**

- Essential Third Level Qualification in Social Work at a Minimum of a Degree or Diploma Level and a Level 5 Leadership and Management Qualification
- 2 Years Management Experience within the Health and Social Care Industry
- 2 Years Supervisor role of Managers within a setting of supporting challenging behaviours.
- Have held a UK Driving Licence for more than 1 Year and no more than three penalty points.
- Police Checks and other checks deemed necessary by the organisation, such as NISCC Registration (NI).