

**Role Title: Service Manager**  
**Salary: Special C**  
**Location: Bradford**  
**Report to: Head of Service**

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

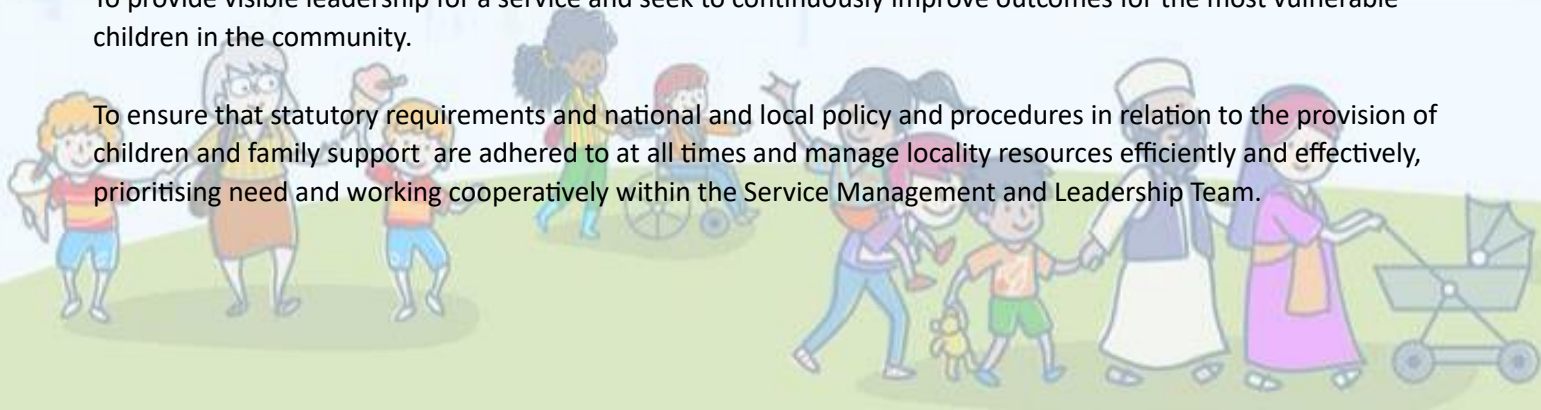
## Job Overview

To be responsible for effective delivery and oversight of Prevention and Early Help locality services, ensuring that the provision is in place and achieves excellent outcomes for vulnerable children,

Ensure high quality safeguarding practice and policies are in place, adhered to and that there is strong collaboration with Childrens Social Care for families who are in both services.

To provide visible leadership for a service and seek to continuously improve outcomes for the most vulnerable children in the community.

To ensure that statutory requirements and national and local policy and procedures in relation to the provision of children and family support are adhered to at all times and manage locality resources efficiently and effectively, prioritising need and working cooperatively within the Service Management and Leadership Team.



## Main Duties and Responsibilities

1. To have overall responsibility for oversight and management of locality teams that consist of Targeted Family Support, Family Hubs, Early Help Co-coordinators, Family Navigators and other related posts.
2. To ensure that assessments, plans, interventions and review processes are of a high standard, timely, analysis driven, child focused and coproduced with families whilst following the appropriate statutory and local decision-making frameworks.
3. Provide direct line management and have supervisory responsibility for direct reports and to promote effective practice and professional and personal development. This includes oversight of group supervision across locality teams.
4. Promote participation and the child's voice as part of the leadership role, enabling children and families to be at the heart of decision making.
5. Build and sustain effective working partnerships across the locality to promote safety, joined up, and effective responses to children and families.
6. You will be jointly responsible for the recruitment and selection of the workforce required to effectively run this service area ensuring that safe and appropriate recruitment processes are followed.
7. Provide effective and appropriate communication across the Service and with wider partners and the public.
8. Investigate and make recommendations to senior management concerning matters of staff conduct and professional responsibilities.
9. Apply effective budget management and comply with spend approval processes to enable good financial management of public sector spend and deliver a balanced budget.
10. Operate to meet local and national targets by managing performance and ensuring continual progress and improvement.
11. Exercise a high degree of professional judgment and be expected to be self-reliant on a day to day basis, knowing when it is appropriate to escalate.



## About You

We are looking for applicants who can demonstrate that they meet the following requirements:

### Education

- Degree level professional qualification in social work, education, psychology or a similar related field.
- Additional management training or qualification such as DMS, NVQ5 in management is desirable

### Experience

- Must have recent relevant statutory experience of managing regulated resources for children and young people.
- Be able to demonstrate great interpersonal skills combined with excellent leadership and management capacity, with a passion to improve the lives of our most vulnerable children and young people.



## ***Safeguarding Responsibilities***

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks. An DBS check will be requested.*

*We are an equal opportunities employer.*

