

**Role Title: Edge of Care Manager**  
**Salary: PO3 / PO4**  
**Location: Shipley Town Hall**  
**Report to: Family Support Services Manager**

## 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 ensure that high quality, effective, evidence-based and coordinated family services are provided to children & families through the direct management of Family Support/ Edge of Care workers

The service will predominantly provide pro-active and assertive support to families to working alongside social workers.

To provide positive, solution focused and flexible team leadership as a part of the wider service transformations and performance management, including deputising for the Service Manager when required.



## Main Duties and Responsibilities

To contribute fully to any service duty arrangements, workflow & allocation processes on a rota basis, making decisions on case management, staffing, budget and building issues, including acting as keyholder for a service building if required.

To be directly responsible for the day to day management and supervision of all staff within the team. This includes participation in recruitment and selection, leading, coaching, motivating, supporting and challenging staff and to be responsible for their professional development through formal and informal supervision, appraisal and undertaking training needs assessments as necessary.

To ensure adequate and appropriate staff and management cover throughout the working day and to ensure services are provided as required throughout the working week and to be available for staff to provide support and consultation and to make decisions on cases as necessary during out of hours

To ensure the complexity and urgency of service requests are assessed and prioritised and that work allocated is appropriate to the child's needs and the level of the worker

To implement the Equal Rights Policies of Bradford so that practice encapsulates and reflects the diverse needs of the communities served and to embed participation and consultation with service users to improve services

To develop and maintain positive inter-agency working to deliver effective early help and preventative services.

To provide guidance to other professionals from key partner agencies, promoting an integrated approach across the service area.

To be responsible for the management and development of effective records, budget/financial & administrative systems and matters relating to the daily running of the establishment using SAP, ESS/MSS, ICS and EDMS.

To ensure full contribution to the on-going performance and improvement of the team and services to children and families generally. This will also include demonstrating impact for any external funding body.

To be responsible for ensuring that statutory requirements are met in a timely manner, with particular reference to safeguarding children and vulnerable adults.

To ensure the quality of the service is of a high standard and meets departmental policies and guidelines, including being sensitive to the diversity of needs across the district.

Ensure that children's assessments and case plans are focused on outcomes, understood by the service users and reviewed to show outcomes are improving.

To ensure that all appropriate risk assessments are carried out and regularly reviewed.



## About You

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

### Education

A professional qualification related to child care, youth work or social work (NNEB teaching certificate, CQSW, DipSW, Nursery Teaching Certificate, CSS, NVQ Level 4 or other relevant qualification).

And / or

4 years' experience working in a relevant role is desirable and 2 years' experience in a supervisory or managerial capacity.

### Experience

Substantial and recent experience of managing safeguarding thresholds and practice.

Substantial and recent experience of managing staff and/or students working directly with children and families.

Experience of liaising with other professionals and working as a part of multi-agency groups.

### Special Conditions

Management require that the following checks be carried out as part of the recruitment process: DBS and Warner Process.

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance Enhanced DBS check required.

The post holder is required to have a useable car available at all times or as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which the HMRC rate is payable.

Post holder must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.



## *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 might be requested.*

*We are an equal opportunities employer.*

