

Role Title: Deputy Family Hub Manager
Salary: TBC
Location: Bradford district
Report to: Family Hub Team 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 support, and when required deputise, the Family Hub Team Manager in leading high-quality Prevention and Early Help delivery across the locality.
- To support the Family Hub Team Manager, take responsibility for delivering a high quality, accessible and inclusive Family Hub offer for 0–19, and for young people with SEND up to 25, within the locality.
- Provide day to day operational oversight, practice leadership and direct supervision for designated Early Help team members, students and volunteers.
- The role ensures that children and families receive timely, coordinated and outcome focused support in line with Bradford Children & Families Trust values, policies and practice standards.



Main Duties and Responsibilities

1. Provide direct line management, supervision and appraisal for designated workers. Promote effective practice, professional standards and continuous development.
2. Act as a key point of contact within the locality, supporting the coordination of Early Help responses and ensuring partners receive clear, timely and effective communication.
3. Supporting the Family Hub Team Manager to strengthen relationships with local partners, organisations, faith groups, parent/carer forums and community leaders to ensure the Family Hub offer is accessible, culturally competent and reflective of local need.
4. Promote collaborative, restorative and solution focused approaches across the locality. Ensure communication with families, partners and the public is clear, respectful and accessible.
5. Support the Team Manager in ensuring children's assessed needs and outcomes are identified, monitored and met through high quality planning and intervention.
6. Promote safe practice and ensure safeguarding concerns are identified, escalated and responded to in line with Trust procedures. Promote positive approaches to diversity, identity and inclusion across the locality. Provide feedback and analysis to the Team Manager to support decision making and service planning.
7. Contribute to maintaining safe, accessible and suitable delivery environments across Family Hub sites, escalating building or safety concerns to relevant colleagues. Support the delivery of targeted services that meet the needs of Bradford's diverse communities.
8. Contribute to induction, training and development activities for new and existing staff.
9. Oversee the quality and timeliness of Early Help assessments, plans and reviews completed by Early Help Co-Ordinator's and Family Navigator's.
10. Undertake routine auditing of casework, records and documentation to ensure compliance with operational guidance and to support staff development. Promote SMART, outcome focused planning and ensure cases progress without drift or delay.
11. Build strong working relationships with children's social care, health, education and voluntary sector partners to support coordinated Early Help responses. Attend or chair multi agency meetings as delegated, ensuring clear communication pathways and consistent threshold decisions.
12. Support the team manager in the monitoring of team performance using data, dashboards and performance tools, ensuring progress against local and national indicators. Identify areas for improvement and contribute to service development, innovation and best practice sharing.
13. Deputise for the Family Hub Team Manager as required.
14. Undertake any duties commensurate with the role at the designated workplace or other agreed locations.



About You

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

Education

A NVQ 4 (prior to 2011) or Diploma 5 in Health & Social Care or Children & Young People or equivalent (e.g. relevant degree, Dip SW, RGN, Teaching, Youth and Community etc) as specified by the service. Equivalent must include work based assessed competencies working with children and families.

GCSE English and Maths or equivalent.

Experience

- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level.
- Must have recent significant experience of working with vulnerable children, young people and families in need to support sustained improvements. The experience must also have been in relation to working in a supervisory work role of students, volunteers or paid staff.
- Recent experience of community engagement activities.



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.

