

Assistant Young Person's Supported Accommodation Manager

Job Description

Job Title: Young Person's Supported Accommodation (YPSA) Cherwell Assistant Manager

Salary: Full-time, £28,303 per annum (Part-time, pro rata)

Benefits include:

- Generous annual leave allowance
- Fair company sick pay
- Maternity leave
- Paternity leave
- Compassionate leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program

Department: Young people's supported accommodation
Reports to: YPSA Cherwell Manager

Availability: Full-time, 37.5 per week [Banbury, Oxfordshire]

Candidates will need to be able to drive and have access to a vehicle.



Job purpose

The Assistant YPSA Manager will be a key support for the YPSA team of Managers, Senior Coaches and Progression Coaches. The Assistant YPSA Manager will ensure the team provide an exceptional standard of coaching and youth work support to young people both within their homes and within their community setting.

We have ambitious targets for young people's outcomes and the Assistant YPSA Manager will be driven to help achieve our vision that young people in the YPSA grow to see themselves, and be seen as, future change makers.

Youth work principles, reflective practice and co-design is adopted by YPSA management which means:

1. You will champion the youth work approach throughout the team, ensuring that practices are led by the needs, ambitions and assets of young people.
2. You will be reliable for young people within our service to be supported with access to the learning and skills needed to design their roadmap to personal growth.
3. You will ensure the team are providing a reliable, consistent and aspirational presence for young people, with expert practice and clear professional boundaries.

You will receive and support high-quality training to ensure confidence and motivation to help build skills in emotional literacy, emotional regulation, de-escalating conflict, mental health first aid, safeguarding, physical wellbeing, financial empowerment, boundaries, creativity, and group skills.

Key responsibilities

2021 Job description The Assistant YPSA Manager will be responsible for the following areas:

1. **Ensuring the voice of Young People is heard and valued** To recruit and support CYP to be actively involved in the design, delivery and implementation of the new service model, ensuring CYP are actively listened to and their ideas, interests and concerns are central to our engagement process. The Assistant YPSA Manager will work with the Care Leaders consultants in the development of a CYP service wide participation and co-design strategy that actively supports the values and objectives of the organisation.
2. **Pathway Plans:** Support the Manager in ensuring that children & young people's individual pathway plans are in place, that they reflect assessed needs and aspirations, are implemented into practice and regularly reviewed and updated to reflect day to day changes.
3. **Safety of Young People:** To establish, maintain, and ensure robust safeguarding practices for young people and staff are in place and regularly reviewed in line with policy change and OSCB guidance. To ensure risk assessments are routinely updated and communicated with relevant team members. Managers will be required to be on call for emergencies on a rota basis.
4. **Partnership:** To work collaboratively with a wide range of local partners across the county existing teams. To liaise and build relationships with third sector organisations, ensuring Progression Coaches are embedded within our partner organisations and working collaboratively within the partner organisation.
5. **Evaluation and Monitoring:** Ensure the delivery of evidence-based interventions and, where appropriate, develop in partnership with other service providers. Ensure young people's pathway plans are routinely

updated and relevant information shared with relevant stakeholders such as the Brokerage Team. Ensure risk assessment policies and procedures are regularly reviewed. Ensure data returns and evaluation is carried out accurately and in a timely fashion.

6. **Policy:** To keep up to date with relevant and associated policy developments, e.g. housing and homelessness prevention, EET opportunities, CAMHS transformation requirements.
7. **Reporting:** Link with contract organisations to ensure robust management information and reporting arrangements are in place and report and track progress against key performance requirements.
8. **Innovation of resources and tools:** Be the lead for development of tools and materials to support the implementation of community service provision and CYP participation.
9. **Being a role-model:** Set and demonstrate good standards of work practice, with particular emphasis on maintaining professional boundaries.
10. **Recruitment:** To support in the safe recruitment of Progression Coaches ensuring that this is done in accordance with OY policies and procedures.
11. **Referrals:** ensuring referrals are processed in a robust manner including working to help oversee matching, suitability of the pathway, moves are trauma informed and strong partnership working is involved (including Family Group Conferences).

The Assistant YPSA Manager will support the YPSA Manager in ensuring that:

1. Proper record keeping, including reporting incidents and complaints are maintained.
2. Staff have a good operational working knowledge of their role and are provided with the required support to apply this in their practice.
3. Staff use their knowledge and skills to meet the needs of those using the service as outlined in their plans.
4. Staff are well inducted into the service, with a clear understanding of the YPSA vision and of their duties to help deliver this.
5. The service is continually reviewed and evaluated and identified improvements are achieved within the agreed timescales.
6. All records relating to Children & Young People and staff required are kept in line with guidance and in accordance with the principles of the GDPR.
7. Supporting the Head of YPSA with other aspects of quality assurance and monitoring as agreed.
8. Any risks to either Children, Young People or staff are identified and that appropriate risk assessments are in place and updated on a regular basis.
9. Where a child or young person shows behaviours that presents a challenge to staff, there are agreed intervention strategies in place and that staff have the required skills, knowledge and training to implement these into practice.
10. That there are established and maintained good and effective communication partnerships and networks with relevant parties.
11. Through support and supervision staff have the appropriate skills, knowledge and training to support the identified needs and aspirations of the young person.

12. Through a process of regular audit that all mandatory training and service specific training has been completed within agreed timescales.

General

- To attend team meetings and regular supervision with line manager
- Act as Deputy to the YPSA manager in all times of absence
- Keep up to date with relevant and associated policy developments, adhering to Oxfordshire Youth's policies and procedures
- To comply will all Health and Safety measures within all areas and departments as required
- To ensure all pre-employment checks are carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- To undergo training enabling personal and professional development

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder.

Specific tasks and duties will be shared at the interview and during the induction process



What we are looking for

Ideally 10-12 bullet points for the first section

- Relevant experience in a Youth Worker or Support Worker role for a minimum of 2 years (or equivalent)
- Level 3 in Youth Work, currently working towards one, or an ambition to obtain this qualification
- Demonstrable experience of working directly with children and young people for a minimum of 2 years (or equivalent)
- An understanding of the many issues affecting young people such as mental health, substance misuse, sexual health and homelessness.
- Experience of working effectively in a team (internally and externally), able to think creatively and solve problems
- Full, clean, valid UK driving license with access to own vehicle
- Work well under pressure and prioritise effectively, working to tight deadlines and targets
- Ability to assess and manage risk
- An unwavering commitment to Oxfordshire Youth's vision, mission, and values
- Integrity and discretion when dealing with sensitive information, and a commitment to treating people equally with no unconscious bias
- Commitment and accountability of your own learning and development
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- Similar experience in a managerial/coordinator role or qualification in management
- Overview of Services Provision for CYP
- Proven track record in managing/coordinating similar services
- Experience of managing/coordinating teams
- Excellent communication and interpersonal skills, including being able to positively engage and motivate others
- Confident user of IT, including Excel, Word, Powerpoint
- Strong planning and organisational skills
- Excellent people management skills
- Ability to work well as part of a team
- Be able to demonstrate an ability to work with colleagues from external agencies both voluntary and statutory
- Able to solve problems and think creatively
- Able to motivate and support staff on an ongoing basis and through periods of change

- Take accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills
- Flexible on working hours

Other desirable skills

Ideally 4-5 bullet points for the second section

- Vocational qualification(s) in related fields including mental health, children's and young people's social care, youth, and community development
 - Responding to concerns and complaints raised by children, young people, or sector organisations
 - Experience in working for a non-profit organisation in the UK
 - Management qualification(s)
 - Training in Trauma Informed Approaches (TIC) and Psychologically Informed Environments (PIE)
 - Ability to work with community organisations, children, young people including responding to concerns and complaints
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Applications will be reviewed as and when they are received.

To apply, please send a copy of your CV accompanied by an application form to recruitment@oxfordshireyouth.org alternatively, [click here](#) for more information.