

## YPSA Assistant Manager

### Job Description

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

**Salary:** Full-time, £28,303 per annum

**Benefits include:**

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

**Reports to:** YPSA Manager

**Availability:** Full-time, 37.5 per week. Some on-call shifts required

**Location:** Cherwell and West Oxfordshire. The main base for the team is in Banbury, however regular presence in Witney and Bicester will be required.

**Candidates will need to be able to drive and have access to a vehicle, due to the need to travel throughout Oxfordshire for the duties of the role.**

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## **Job Purpose**

The Assistant YPSA Manager will be a key support for the YPSA team of Managers 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**

**Ensuring the voice of Young People is heard and valued:** 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.

**Case Load:** Engage a caseload of young people, providing each with a minimum of weekly coaching sessions and one weekly group work session in their home enabling the young people to develop strong group relationships

**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.

**Safety of Young People:** 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.

**Partnership:** 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.

**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.

**Policy:** To keep up to date with relevant and associated policy developments, e.g. housing and homelessness prevention, EET opportunities, CAMHS transformation requirements.

**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.

**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.

**Being a role-model:** Set and demonstrate good standards of work practice, with particular emphasis on maintaining professional boundaries.

**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).

**Line Management:** Line management of a small team of Progression Coaches

## **Our Culture**

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

## **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

## What we are looking for

- 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
- 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
- Similar experience in a managerial/coordinator role or qualification in management or similar services
- Excellent communication and interpersonal skills, including being able to positively engage and motivate others
- Confident user of IT, including Excel, Word, PowerPoint and the Google Suite
- Strong planning and organisational skills
- Take accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

## **Other desirable skills**

- 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](mailto:recruitment@oxfordshireyouth.org) alternatively, [click here](#) for more information.