**Motherwell & District Women’s Aid**

**Job Description**

**Position: Children/Young Person’s Service Team Leader**

**Background**

Motherwell and District Women’s Aid is a registered Scottish charity and a company limited by guarantee committed to providing services to women, children and young people who have experienced or been affected by domestic abuse.

**Vision**

Our vision is of an equitable society in which women, children and young people are valued participants, able to determine their own future and are free from all forms of abuse.

**Mission Statement:**

We will work in partnership with others to provide accessible support services for

Women, children, and young people who have experienced domestic abuse.

**Team Leader Role**

The purpose of this post is to lead the team of children & young people support workers for Motherwell and District Women’s Aid (MDWA) which provides services to women, children and young people who have experienced domestic abuse.

**Reporting to**

Manager MDWA

# Direct Reports from

Children and Young People support staff.

# Key activities

* Responsible under the general direction of the Manager to provide team leadership, working with minimum supervision and take day to day responsibility for operational decisions, planning, development, monitoring and reviews.
* Take the lead in defined organizational areas as appropriate.
* Provide supervision, coaching, developmental and mentoring services to the Children & Young Person’s team in MDWA. This includes acting as Registered Manager for the Children & Young People’s service for the Care Commission and/or leading on compliance with required regulations and preparation for annual inspections. Act as Child Protection Officer for MDWA.
* Ensure the quality provision of practical and emotional support for children and young people who experience domestic abuse in the community.
* Ensure the provision of information, responsive assistance, and support services.
* Ensure children and young people accessing the service receive appropriate support, accurate information about their rights and that all relevant paperwork is completed accurately and up to date.
* Ensure that Child Protection issues are dealt with appropriately, records are updated, procedures are followed and the preparation of all relevant reports.
* Ensure the maintenance of up-to-date information on both national and local legislation.
* Take responsibility for carrying out development, monitoring and evaluation of the quality of children and young people’s service.
* Promote the work of MDWA in the local and wider community, helping to raise awareness of domestic abuse issues affecting children and young people.
* Support the promotion of MDWA’s public and media profile.
* Co-ordinate involvement in preventative measures, educational and multi-agency working.
* Contribute to maintaining and developing a positive, supportive, and integrated service for all service users of MDWA.
* Promote a culture of continuous improvement and strong service user involvement focus.
* Contribute to effective recruitment and selection processes.
* Ensure good overall management of staff, in line with MDWA policies and procedures.
* Ensure the service operates within organizational policies, procedures and is compliant with legislation and regulatory and funding bodies.
* Ensure staff follow organizational working practices, systems, and processes.
* Keep up to date with changes in legislation and working practices and ensure national care standards and SSSC requirements are always met.
* Perform administrative tasks in a timely way to ensure smooth running of the service.
* Provide quantitative and qualitative information on support and related issues regularly including written reports, as required.
* Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work.
* Comply with, and ensure compliance with, relevant health & safety legislation and good practice as set out in MDWA’S Health and Safety policies and guidance.
* Contribute to the financial management and fundraising for MDWA as required. Monitor the Children & Young People’s Services Budget and ensure spending limits adhered to.
* Ensure compliance with Finance Policies and Procedures.
* Perform other duties as reasonably required by Fife Women’s Aid Manager and show commitment to ongoing personal development.