



## **Job Description**

<b>Job Title:</b>	<b>Area Manager</b>
<b>Reporting to:</b>	<b>Deputy Regional Director</b>
<b>Direct Reports:</b>	<b>Place2Be school based staff</b>
<b>Location:</b>	<b>Home based with a requirement to travel in region</b>

### **About this role:**

The Area Manager is responsible for outstanding operational delivery of Place2Be's whole school approach in specific schools or a region. Working with the Clinical Supervisor you will 'Co Lead' to ensure both clinical and operational excellence in service delivery by fostering a people first agenda and creating high performing teams. You'll uphold safeguarding to the highest standards ensuring teams adhere to practice and policy and feel confident and supported to raise concerns. You will be accountable for the management of contracted services working with schools and place2Be staff to ensure financial and service delivery. You'll develop business in your region working closely with school leaders to understand their needs and recommend other Place2Be services and you'll analyse service delivery data improving services within your region as well as making recommendations that could benefit Place2Be as a whole.

### **Key Responsibilities:**

#### **People Management**

- Work closely with the Clinical Supervisor using insight from their clinical supervision sessions to manage staff performance and development. Conduct regular one to ones and development and delivery conversations recording team development needs , trends and themes which will support the formulation of suitable in house training for staff.
- Ensure equity, equality, diversity and inclusion principles are role modelled at all times, and Place2Be values are brought to life in your leadership.
- Foster a people first agenda to ensure a high performing team through good communication and management practices.

#### **Safeguarding**

- Hold overall accountability for Safeguarding in your area; ensuring all team members are supported adequately, all concerns are logged following internal processes and all Policies and Procedures in respect of safeguarding, risk assessment and safety planning are followed.
- Work closely with the safeguarding team to ensure safeguarding cases are resolved satisfactorily.
- Ensure Clinical Staff and Counsellors on Placement in the Team are recruited, trained and monitored in line with the organisation's quality standards for safeguarding.
- Contribute to the management of risk by complying with critical incident and Place2Be's Policies and Procedures on risk management.

#### **Contract Management and Business Development**



- Ensure all services within your area meet the required outcomes through reporting or holding a termly and or annual review of the service delivery as agreed within the contract.
- Actively manage risks identified in your service area, maintaining risk reports to monitor and address areas of concerns and mitigating factors.
- Hold financial accountability by reviewing financial data for contracts in your area with sound understanding of income and expenditure, including following up of unpaid school invoices, by working closely with the Regional Director or Business Manager.
- In partnership with the Regional Director and Business Development Manager, respond to enquiries from schools in your area and on-board new partner schools in line with the organisation's overall plan and budget.
- Identify opportunities to provide training and skills development for local schools and partners such as Multi-Academy Trusts and the wider children's workforce.
- Foster local relationships with local commissioners and local authorities and engage with the Business Development Manager who can take forward leads and grow the business in the area.
- Where appropriate work with the Fundraising team to help build and foster solid relationships with key funders and potential Corporate Businesses.
- As part of your area action plan, ensure there is a steady flow of Counsellors on Placement through sound partnerships with local Colleges and providers and the Place2Be Placement Team.
- In collaboration with the Clinical Supervisor, actively engage with local specialist services including CAMHS & Mental Health Support Teams (MHST) to ensure a Pathway document is created in your geographical area.
- Support your team members and schools for onward referrals and create effective working relationships in order to provide appropriate support for children, young people and their families.

#### **Data**

- In collaboration with the Clinical Supervisor, analyse and use service data from your team to inform and improve your team's performance, this includes clinical and management data.
- Provide regular updates of your area action plan objectives/ key performance indicators to support the Regional Action plan and attend regular meetings with the Regional Director and Regional Clinical Lead.
- Utilise all data to ensure you are delivering against contract requirements.

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops. The post holder may be required to undertake other duties as may reasonably be required from time to time.

#### **What you will need:**

- Experience managing and leading health / social care / education services in either the statutory or voluntary sector.\*
- Knowledge of relevant national policies, best practices, quality frameworks and local approaches to implementation within the specific area of mental health support for children and young people.
- Experience of managing medium/large teams which may be multidisciplinary in nature to deliver locality/service objectives.\*

Experience of Safeguarding Responsibilities and Risk Management.\*

- Experience of building and nurturing strong relationships both internally and externally.
- A collaborative team player, concerned with team success as well as individual performance.



- High level of self-motivation and ability to make operational decisions.
- A strong commitment to creating inclusive and equitable environments for your team and championing ED&I more widely.
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>
- A track record of delivering results with quality outcomes, measured to key performance indicators.
- Experience of managing financial resources/budgets successfully.
- Experience of working with schools or within the educational sector (desirable).
- Demonstratable experience in leading clinical services for children and young people(desirable).
- An enhanced with barred list DBS check

\* Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.