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**Unit Team Leader**

**Location – North West**

**Hours – Full-Time (40hrs)**

**Salary – to £24336 pa.**

**Minimum – NVQ 5: Health & Social Care/Youth & Community**

**It’s not just a job; it’s a life experience.  Join us and help us change the lives of others.**

**About the role**

**As a Unit Team Leader with TPC you will manage small accommodation units and a team of transition support workers delivering a package of enabling support based within semi-independent living homes for young people aged 16-18 leaving the care of a local authority and transitioning to adulthood. To achieve this, you will need to have a proven background in social care and the knowledge and skills necessary to enable you to meet the core operational service outcomes which include: the delivery of high quality safe and supportive living services to children and young people which enables and empowers them to live safely in the community. The successful candidate will need to have the leadership skills necessary to work alongside the senior management team to develop our operational services and to train, support and mentor staff as they seek to maximise the potential of all young people we support as they transition to adulthood.**

**There’s no such thing as a “typical day” in one of our semi-independent homes and you never know what you might end up doing and they could be supporting someone to make their breakfast in the morning or attending meetings to review their progress in the afternoon. Sometimes it’s challenging, but it’s always rewarding. You’ll go to work knowing that you’re making a positive difference to someone’s life. And you’ll be working in a team of skilled, dedicated colleagues who’ll support you all the way.**

**As part of our continued service development, we need confident and dynamic Team Leaders who can manage accommodation units and guide, support and develop transition support workers to ensure they provide the right advice; support and assistance to young people leaving the care of local authorities aged 16-18. If you like the idea of supporting young people leaving care and have the ability to lead a team able to create safe, secure vibrant homes capable of enabling and empowering young people to develop the skills necessary to live safely in their own homes post 18, this may be the role for you!**

**About you**

**As a Team Leader, you will need to have significant experience of managing all aspects of a semi-independent accommodation provision for children and young people. Your work with TPC will include supporting and developing a staff team able to meet the core service requirements including the provision of an independent living learning programme. Within your role, you will work with staff, young people, stakeholders, linked professionals and agencies to improve outcomes for care leavers and ensure safeguarding children is the cornerstone of all decision making. Essential to achieving the goals set will be strong and effective leadership skills including a good financial acumen, strong rota management skills, IT enabled, strong systems-based values and a commitment to importance of policy, practice and guidance in the delivery of key services to children and young people. What matters to us most is your positive attitude to life and your desire to support young people to live their life with as much independence, choice, dignity and control as possible.**

**Our North West based services provide support to individuals in shared supported living environments across the region as well as individuals in sole placements. Our services seek to offer support services to young care leavers that maximises their independence and life experiences through our teams of dedicated support workers.**

**Following a service review, we are now looking for suitably trained, qualified and committed professionals to join our forward-thinking community interest company. As an employer, we offer excellent competitive pay and conditions, career development, company pension, paid leave and personal development support for the right people.**

**If you feel you can contribute to the success of our service and support the team to enhance the lives of the young people transitioning from care to adulthood then we would like to meet you.**

**What we offer**

**We offer a range of benefits and career development opportunities. We’ll give you a comprehensive induction, full training and support along the way. We have a Senior Management Team committed to investing in people and service performance to ensure that all staff feel valued and have the skills and expertise necessary to establish, monitor and develop a ‘team around the child’ approach to semi-independent living homes for young people leaving the care of a local authority.**

**Job Description – Unit Team Leader**

**Department: Operations**

**Where you will be working: North West**

**Reports to: Regional Manager/Senior Team Leader**

**This job is important because:**

**You will enable the people we support to lead fulfilling lives based upon their individual support needs. You need to work to the standards set internally by Transitional Plus Care (TPC) and externally by the national guidance on the provision of ‘Other Arrangements’ accommodation for care leavers. In doing so, you will ensure that the people we support and your colleagues are supported safely in the community. You will achieve this by effectively communicating with individuals, team members, seniors and managers and by following the agreed Pathway Plan and Supported Living Plans and by:**

* **Making sure that you support young people to be as involved as possible in every moment of their lives.**
* **Offering young people opportunities to be involved as often as possible, in the way that best suits them, e.g. as little or as much as they like.**
* **Offering ‘just enough’ support to ensure young people succeed.**
* **Ensuring that the young people you support make as many choices as possible, so they remain in control.**

**As we provide 24/7 support to young people in placement, you will need to be flexible and be able to work shifts, including weekends and Bank Holidays if required.**

**Main Duties:**

**Leadership**

* **Provide leadership to the team acting as a positive role model at all times.**
* **Manage rotas.**
* **Lead the shift, ensuring staff give support that follows individual’s Pathway Plans and daily support plans.**
* **Provide effective supervision to the Support Workers on your team.**
* **Provide on call cover as arranged by the Regional Manager, working within on call guidance.**
* **Ensure good team working.**
* **Motivate, support and mentor the staff when needed.**
* **At each shift ensure staff complete all necessary paperwork to an acceptable standard and sign off.**

**Support**

* **Support people with regards to decision making and lifestyle choices enabling them to take control of their own lives, increasing independence.**
* **Ensure the support delivered is to the standard set by TPC and in line with their individual support plan, cultural needs and wishes.**
* **Support people to take an active role in the community by accessing local facilities and wider community resources in the spirit of social inclusion.**
* **Ensure the security of the building and the safety of the people living in the home.**
* **Support the development of person centred support plans, ensuring each individual’s support plan has meaningful and achievable goals.**
* **Support people to develop and expand social networks and friendships.**
* **To support people through the transition to adulthood process.**
* **Work as a key-worker/ co key-worker to coordinate and develop the support to the individual including Health Action Plans and Pathway Plans.**
* **Contribute to / attend reviews and multi disciplinary meetings.**
* **Work with individuals to promote healthy life style by liaising with local health care professionals.**
* **Work in partnership with TPC managers and other professionals to maximise quality of life for young people.**
* **Develop positive relationships with family and carers.**
* **Work in line with TPC Safeguarding, Child Protection Policies and Whistle Blowing Policies to ensure that people are kept safe at all times.**
* **At all times to work within the equal opportunities and anti-discrimination policy and procedure.**
* **Ensure risk assessments are completed, monitored, reviewed and followed in line with TPC policies and procedures.**
* **To be flexible and responsive at all times to meet the changing needs of the service and the service users.**
* **To support the administration of medication in line with the policy and the individual’s Pathway Plan care.**

**Performance and Development**

* **Maintain confidentiality.  
  Work within all TPC policies and procedures.**
* **Work in a way that meets the statutory requirements of employees under health and safety at work.**
* **Adhere to the requirements set out with TPC ‘Other Arrangements’ guidance and staff handbook.**
* **At all times work within current legislation.**
* **Enter actively into supervision and appraisal.**
* **Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.**
* **To work in accordance with the company’s mobile phone and IT policies. To behave in a manner that reflects positively on the company at all times.**
* **To work closely with other members of the team for the ultimate benefit of the people living in the home.**

**Finance**

* **Support people to manage their resources and finances.**
* **To ensure that you receive all receipts, change and any accompanying paperwork before the end of the shift.**
* **To give practical support to individuals in line with their Pathway Plans and TPC policy and procedures.**
* **Ensure Petty Cash and people’s monies are checked, balanced and recorded at the end of your shift.**
* **Financial discrepancies must be reported to the Regional Manager immediately. To keep updated with all financial policy and procedures.**

**Administration**

* **You will be required to work flexibly on a rota basis to meet the needs of the service, this includes weekends, bank holidays and waking nights shifts (when necessary).**
* **Ensure work is recorded accurately and appropriately in compliance with the company requirements and that records made and personal information used are in compliance with the Data Protection Act and the standards of information governance.**

**NB**

**This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of the people living in the home or the service.**

**Person Specification – Unit Team Leader**

**These are the qualities and behaviours that TPC support staff must have.**

**Qualifications – we need people who have**

* **NVQ 5 (or equivalent) Health & Social Care/Youth Community**

**Experience – we need people who have**

* **4 years’ experience of working with vulnerable young people**
* **2 years’ experience of team leadership and staff management**
* **1 years’ experience managing supported accommodation**

**Knowledge – we need people with experience in**

* **Equal Opportunities**
* **Health and Safety**
* **Safeguarding**
* **The needs of child and young people leaving care and transitioning to adulthood.**

**Skills/Qualities – we need people who are**

* **Flexible**
* **Literate and Numerate**
* **Positive Disposition**
* **Creative and Dynamic**
* **Good communication skills**
* **Have basic home management skills e.g. DIY, Cooking and Gardening**

**Communication – we need people who**

* **Like being around people.**
* **Value input from others.**
* **Are good listeners.**
* **Are willing to try new approaches.**
* **Communicate openly with people.**
* **Articulate views with passion and understanding.**
* **Speak clearly using positive, simple, straightforward language.**
* **Articulate how they feel.**

**Respect – we need people who**

* **Value the views of others.**
* **Are kind and thoughtful to others.**
* **Have a positive outlook.**
* **Are tolerant of people who have different views.**
* **See the person first not the behaviour.**
* **Respect others point of view.**
* **Are well-mannered and polite to everyone they come into contact with.**
* **Tackle issues with a positive frame of mind.**

**Cares About – we need people who**

* **Have a desire to be part of the social care world.**
* **Are enthusiastic about supporting people.**
* **Are patient with people.**
* **Behave in a person centred way.**
* **Are interested in the people they support.**

**Creative Thinking – we need people who**

* **Have a ‘can do’ attitude.**
* **Think imaginatively.**
* **Communicate positively with people using a range of methods.**
* **Are enthusiastic.**
* **Use their initiative.**
* **Present confidently.**
* **Freely express their views and asks questions.**

**Person Centred ‘must haves’ – we need people who**

* **A good standard of written and spoken English**
* **The ability to maintain records accurately**
* **The ability to communicate effectively**
* **Basic IT skills**
* **The ability to work on your own and as part of a team**
* **Commitment to developing personal & work skills**
* **Sensitivity, patience and trustworthiness**