

Job Description

Job Title: Assistant Team Manager

Hours and work pattern: Full time. 37 hours per week. 5 days over 7.

Reports to: Team Manager

Salary: £31,000

Holiday entitlement: 28 days per annum plus 9 public holidays. After 5 complete years service annual leave increases to 31 days per annum.

Base: Glasgow

Purpose of Role

We regard the Assistant Team Manager position at Includem as a development role within our current services structure. The role provides an opportunity to develop and further expand skills in managing people and resources. The purpose of the role is to provide direct support to the Team Manager. You will supervise Assistant Project Workers and develop leadership and people management skills within the team. In this role you will attend both internal and external meetings and have the opportunity to contribute to ongoing work on strategic priorities and development of services and work on certain projects.

Main Duties and Responsibilities

- Point of reference for Project Workers, Assistant Project Workers and Mentors
- Supervise and develop Assistant Project Workers within team including coaching and some training delivery
- Participates in recruitment and selection activity
- Participates in the delivery of induction training for staff at all levels
- Participates in external contract meetings
- actively contribute to monitoring of service delivery against contractual obligations
- Attend referral meetings responsible for all aspects of referral management
- Participates in and facilitates Team Meetings and Mentor meetings
- Overview of referrals and allocation of work
- Overseeing deployment and active influencing in resource management
- Actively participate in helpline service and management of day time back up to ensure 24/7 support and crisis management with risk enablement being at the heart of professional judgement and decision making
- Supporting the team to evidence examples of good practice for use by the Development team

- Engage effectively with partner agencies on a day to day basis and also pro-actively seek new opportunities for partnership/collaborative working
- To work collaboratively and effectively with all functional supports & other service staff across the organisation

Person Specification and Requirements

Essential Skills and Experience	Desirable Skills and Experience
Registered with SSSC without conditions Proven experience at Project Worker level	Some previous experience of line managing/ supervising
Experience of working in social care, including leading on cases, specifically with young people and families	
Essential Qualifications	Desirable Qualifications
Register with SSSC as Care at Home Supervisor (once in post)	SVQ 4 (or willing to work towards) PDA in Health and Social Care Supervision at SCQF Level 7