



JOB DESCRIPTION

JOB TITLE:	Deputy Director of Operations
LOCATION:	Remote (with occasional travel as required)
HOURS:	Full-time, 37.5 hours per week (flexible working requests and part-time hours will be considered)
SALARY:	£60.000 per annum
CONTRACT TYPE:	Permanent
PENSION:	Up to 5%, when matched with employee's own contribution
ANNUAL LEAVE:	25 days per annum, with 8 public holidays (26 days after 3 years and 27 days after 5 years)
REPORTS TO:	Director of Operations

About us

The For Baby's Sake Trust is an award-winning charity, that provides therapeutic, trauma-informed support that breaks cycles of domestic abuse and gives babies the best start in life. We provide targeted support to babies and parents through the ground-breaking *For Baby's Sake* programme, train others in trauma-informed therapeutic practice, and collaborate to improve outcomes related to domestic abuse.

Our values

- Dignity and respect
- Efficiency and high performance
- Teamwork – we not I
- Making a difference
- Doing the right thing

Overall purpose of the job

The For Baby's Sake Trust is seeking a Deputy Director of Operations. They will work with the Director of Operations to oversee programme development and delivery across the Trust. They will have line management responsibility for Regional Team Managers, will work with the Director of Operations and Therapeutic Lead to ensure consistent and robust delivery of the *For Baby's Sake* programme and any other programmes and services across all sites, will liaise with delivery partners; will support the Leadership Team in promoting our work and identifying new partners and delivery sites; will lead the Parent Advisory Group and its related activities; will work with the Director of Operations in the development of new programme work, and will support the Director of Operations and Therapeutic Lead in the development and delivery of training (internal and external).

The post holder will have a professional qualification in social work, experience leading multidisciplinary teams, be a collaborative and inspiring team player, and be passionate about our vision and mission.

The position is remote, with occasional travel throughout England.

We will consider any reasonable adjustments that candidates may need during the recruitment process, or to support staff within their roles. If there are any additional options you'd like to request, please get in touch via recruitment@forbabyssake.org.uk.

Main accountabilities	
1.	<p>Programme delivery</p> <ul style="list-style-type: none"> • Work with the Director of Operations to ensure robust and consistent delivery of programmes and services across all our teams and sites; ensure agreed KPIs are met and/or any challenges are shared with active contribution to problem-solving • Line manage and provide restorative supervision to the Regional Team Managers; conduct annual appraisals with direct lines • Work with the Director of Operations to ensure we are adhering to safeguarding children & Adult policy and practice • Support Team Managers with developing and stewarding local area relationships; attend local area meetings and steering groups as required by the Director of Operations • Regular attendance at team meetings • Lead for case management meetings (ensuring adherence to safeguarding policy and practice)
2	<p>Recruitment, training, and coaching</p> <ul style="list-style-type: none"> • Work with the Director of Operations in recruiting new team members, focused on ensuring that those recruited can fulfil the person specifications regarding Safeguarding practice. • Work with the Director of Operations and Therapeutic Lead in delivering the induction and ongoing training of both existing and new team members
3	<p>Promotion of services</p> <ul style="list-style-type: none"> • Contribute to promoting the work of The For Baby's Sake Trust, for example, by speaking at conferences and contributing to written communications • Work collaboratively with the leadership team and Communications Manager in promoting the messages about The For Baby's Sake Trust • Support with coordination of media interviews as requested
5	<p>Practice development</p> <ul style="list-style-type: none"> • Work with the Director of Operations and Therapeutic Lead to develop new programme content (with a focus on practice development) • Build and steward relationships with potential delivery partners
5	<p>Training development and delivery</p> <ul style="list-style-type: none"> • Work with the Director of Operations and Therapeutic Lead to develop new training offers (with a focus on practice development) • Support with delivery of training and workshops to external partners and corporate organisations
6	<p>Coordination of the Parent Advisory Group</p> <ul style="list-style-type: none"> • Lead on the set-up and coordination of the Parent Advisory Group, including liaising closely with the Regional Team Managers and Therapeutic Practitioners in recruiting parents onto the group • Work closely with the Therapeutic Lead to ensure the emotional wellbeing of the participants is at the centre of their involvement and activity

7	<p>Impact and evaluation</p> <ul style="list-style-type: none"> • Work closely with the Director of Operations and Head of Impact and Evaluation to support data collection and analysis; provide information for data reports and funding applications as require
8	<p>External relationship building</p> <ul style="list-style-type: none"> • Develop relationships with external providers that help to support and grow operations and improve policy and practice • Represent the Trust at meetings and events (as required by the DO)
9	<p>Champion equality, diversity, inclusion, and equity (EDIE)</p> <ul style="list-style-type: none"> • Lead in ensuring EDIE principles and practices are implemented across programmes and services • Develop our approach to inclusion and cultural competency across all programmes and services (e.g. develop or update programme content and identify new referral pathways) • Model best practice to the teams • Identify training needs and share these with the CEO • Develop external relationships with organisations and individuals who can help to develop our EDIE policy and practice
10	<p>Working to organisational policies, procedures and principles</p> <ul style="list-style-type: none"> • Model and ensure delivery of trauma-informed practice across teams • Follow The For Baby's Sake Trust policies and procedures, and provide appropriate and accurate information to others on policies, procedures and systems • Maintain confidentiality and communicate highly sensitive personal data with an agreed, wide range of multi-professional, multi-agency personnel, including service users, staff, consultants and evaluators • Undertake projects as required by the Leadership Team.
11	<p>Safeguarding</p> <ul style="list-style-type: none"> • Understand and demonstrate an active commitment to safeguarding children and adults; attend all training as required • Act as Deputy Designated Safeguarding Lead
12	<p>Leadership</p> <ul style="list-style-type: none"> • Deputise for the Director of Operations as required

Person Specification

Qualifications Required (Essential)
<ul style="list-style-type: none">• Social Work qualification

Minimum levels of knowledge, skills and experience required for this job

Knowledge, skills and experience
<ul style="list-style-type: none">• Experience in recruiting, training and leading multi-disciplinary teams providing services to children and families• Good working knowledge of safeguarding and child protection procedures; experience in undertaking risk assessments, risk management and safety plans for vulnerable and at-risk groups• Skills in overcoming the challenges in maintaining and developing effective working relationships with external agencies to ensure the best outcomes for babies and their families.• An understanding of the needs of all family members:<ul style="list-style-type: none">- infant development and attachment- support to help those experiencing abusive behaviours to overcome the trauma of abuse.- support to help those using abusive behaviours to recognise and change behaviour.- support to help parents to overcome unresolved trauma.• Knowledge and experience of quality assurance approach to children's services.• Experience in writing content for programmes working with children and families who have complex needs and trauma histories.• Experience in helping to launch new services or pathways and shape new ways of working, combining a passion for breaking new ground with the staying power to establish, maintain and improve it• Experience in developing and delivering training; experience in presenting at public events, formal and informal meetings• Experience in bringing authentic voices into service delivery; commitment to listening to feedback in a cycle of continuous improvement• Excellent IT skills, including data recording, understanding, and ordering of complex data, case recording and presentation of electronic information.• Experience in analysing data and management information to support continual service improvement and development; experience working with a programme which is going through an evaluation process and experience in the use of outcome and process measurement tools

Attributes
<ul style="list-style-type: none">• High level of personal integrity and empathy for others• Commitment to role modelling trauma-informed practice• Excellent teamwork skills.• Flexible in attitude to work.• Understanding of and commitment to equality, diversity, inclusion, and equity