

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Executive Director of Children in Care</b>
<b>Department:</b>	<b>Children's Therapeutic Residential Care</b>
<b>Responsible to:</b>	<b>Group Chief Executive Officer</b>
<b>Location:</b>	<b>Based at our offices across Nottinghamshire and Selby but with regular travel between our care home locations and on occasion, country wide (with ability to drive and access to own vehicle)</b>
<b>Hours:</b>	<b>40 hours per week (additional hours, weekend and bank holiday working are required to fulfil requirements of the post)</b>
<b>Salary:</b>	<b>circa £90,000</b>

### **Our Cause:**

To promote a therapeutic environment in which children can recover.

### **Our Niche:**

Acknowledge the voice of child trauma survivors.

### **Job Purpose:**

The role of the Executive Director of Looked After Children' is to design, develop, and implement a comprehensive continuum of care, supporting young people in our local community who have had a more challenging start in life. This role will be paramount in enabling these young people to 'discover who they are and what they can become'.

This role reports to the Chief Operating Officer and works with the Head of Children's Residential Services. It is responsible for leading the development, review, and delivery of our Children's Residential Homes.

The role will focus on providing an outstanding environment for children to thrive in whilst ensuring that we are compliant with OFSTED and other regulatory bodies. The postholder will also demonstrate expertise in Safeguarding and be able to lead the growth of the provision.

You will be responsible for creating and implementing the strategic direction, financial sustainability and leadership framework for the children's residential service and to maintain the operational overview of service delivery and service improvements.

You will oversee and project manage the sourcing and registration of new homes and services, working collaboratively with internal and external stakeholders to maximise efficient use of resources and develop a sustainable business plan and business model which reflect the strategic objectives in relation to the children's residential homes service.

You will work with the Head of Children's Residential Services to develop a workforce development plan that promotes effective recruitment of a skilled workforce, enables existing staff to develop additional skills to support the

service growth, enables internal promotion, and engages staff to sustain the longevity of employment.

As a proactive member of the Executive Leadership Team, this role is also responsible for the development of an organisational culture that puts our Mission Statement, Purpose, Values and Christian Core Values of Caring, Honesty, Respect and Responsibility at the heart of all we do.

**Principal Responsibilities:**

**Strategic Leadership**

- To provide strategic direction and ensure sustainable growth and development at a pace that matches our ambitions for rapid growth over the next four years.
- To provide strong guidance and encourage innovation amongst the team to support the ongoing development of service practice and operational growth of the provision.
- Drive continued penetration of new and existing markets through evaluation and impact assessments of new services
- To support the addition of a therapeutic care service; we will increase our EBD provision to double the existing level and add a semi-independent accommodation service. The service will also explore, pilot, and launch a number of therapeutic services, such as Therapeutic Fostering, Therapeutic Respite Care and Intervention, Therapeutic Residential Centres, and Day Facilities.
- To work with managers within the service to develop strategies that support ongoing learning, staff engagement and adherence to the organisation’s culture, subsequently allowing staff to deliver an optimum service to children and young people and ensuring that all service provisions are aligned to YMCA principles and core values.
- To ensure that the service is well placed to take advantage of external funding opportunities, block contacts and service level agreements which support our growth and strategic aims.
- To lead in the development of a high-quality, responsible and accessible service by leading and advising on policy, management, and service improvement
- To seek out, initiate, develop, and maintain effective and productive working relationships with all service-users, staff, family members as well as external agencies
- To support the development of an organisational culture that puts our Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

**Financial and Operational Leadership**

- To manage the budget, assets and resources for this service area.
- To evaluate the implementation and impact of policies and procedures.
- To ensure that organisational policies and procedures are up-to-date including legislation, best practices and guidelines and to take an active engagement with current developments

- To be a positive and active member of the organisation’s Senior Leadership Team, supporting and participating in YMCA initiatives, internal projects and community projects. To take part in regular professional supervision and appraisals

**Safeguarding and Compliance:**

- To be responsible for the support of safeguarding all of children in our Childrens Residential Services.
- To ensure all aspects of service delivery in the residential homes comply with contractual, legislative and other necessary requirements.
- To investigate any safeguarding concerns for the service area and to make informed, fair, and transparent decisions based on information obtained including the production of investigation reports with recommendations and outcomes
- To design and develop policies and procedures to ensure all staff work in a way which prevents abuse and safeguards everyone.
- To work collaboratively with agencies involved in safeguarding (including LADO, MASH, Police and others)
- To work autonomously within professional guidelines and to take responsibility for the systematic governance of safeguarding and advocacy practice within YMCA Robin Hood Group
- To effectively communicate information concerning the safeguarding and/or advocacy needs of service-users to a wide range of people and agencies
- To provide expertise, advice and support to facilitate the effective and appropriate provision of safeguarding and advocacy

**Responsibilities for all staff, casual workers, and managers:**

**Ambassador for the YMCA**

- 1** To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.
- 2 Other duties**  
To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.
- 3 Discretion to act**  
To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

**4 Relationships and confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of YMCA Robin Hood Group and to keep confidential all information about individuals and the business of YMCA Robin Hood Group. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association's Health and Safety policies.

**Line Management Responsibility:**

Direct line management of Head of Childrens' Residential Services with support and leadership to all their staff teams plus work experience, student placements etc. as required.

**PERSON SPECIFICATION**

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting.

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Area	Criteria	How Assessed*
<b>1 Experience</b>	1.1 Experience of working in and managing Childrens Residential / Children Leaving Care / Children Looked After sectors including experience of opening new residential homes	A, I, T
	1.2 Experience of strategic planning and implementation; prioritising objectives setting targets; project planning and management; policy development; monitoring developments; driving performance and reporting on and evaluating progress	A, I
	1.3 Experience of successfully implementing new services; sourcing funding streams; fundraising and writing funding bids and applications	A, I, T
	1.4 Demonstrable experience of working with OFSTED and other regulatory bodies, quality assurance frameworks and assessment standards	A, I
	1.5 Experience of working at a senior management level in a complex organisation	A, I
	1.6 Extensive experience of managing a large dispersed staff team including recruitment, training, sickness absence and managing performance	A, I, T
	1.7 Demonstrable experience of managing complex budgets including monitoring income and expenditure, forecasting and annual budget setting and generating surplus	I, T
	1.8 Experience of working in and handling stressful situations effectively, including managing conflict within the community	A, I, T
	<b>2 Skills and Abilities</b>	2.1 Knowledge of relevant Child Care and social care Legislation, Government Guidance and Best Practice
2.2 High level working knowledge of Child Protection and Adult Safeguarding Policies and Procedures.		A, I
2.3 Ability to support the Christian core values of the Association		I

	2.4 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service OR hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service	I, D
	2.5 To be able to form positive, collaborative partnerships ensuring the YMCA is well placed to influence local strategies	I, T
	2.6 Able to demonstrate good business acumen coupled with emotional intelligence and a values led approach	I, T
	2.7 Willing and able to register as the organisation’s Responsible Individual with OFSTED.	I
<b>3 Education / Training / Qualifications</b>	3.1 Full driving licence and access to own transport as regular visits (sometimes at very short notice) to all the settled care homes across our regions of operation will be required	A, D
	3.2 To hold a qualification in business management suitable for the seniority of the post, or be willing to obtain within 12 months of appointment (Desirable)	A, D

**\*When Assessed:**

- (A) on Application form
- (I) at Interview
- (T) During Test
- (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license, DBS, Charity Commission checks etc.

*YMCA Robin Hood Group is committed to promoting diversity and practicing equality of opportunity.*

*YMCA Robin Hood Group is committed to the protection of children and adults at risk.*