

JOB DESCRIPTION

Job Title:	Emotional Wellbeing and Mental Health Manager - Children and Young People
Salary:	£46,000 - £50,000 per annum
Hours of work:	35 hours a week plus a daily hour's break 9:00 – 17:00 Monday - Friday
Responsible to:	Head of Children and Young People (CYP)/Deputy CEO
Responsible for:	Counsellor & IPT-A Therapist Mindworks Delivery Manager & CBT Practitioner Counselling Manager School Delivery Senior Coordinator WAVES & Y's Girls Co-ordinator Community Wellbeing Team Manager
Job Purpose:	To be responsible for the strategic and operational management and effective delivery of multi-disciplinary Emotional Wellbeing and Mental Health (EWMH) services for children and young people. The aim of the services managed by this post is to provide EWMH support to children and families to help to belong, contribute and thrive within East Surrey.
Background to role:	This post sits within YMCAES's Children and Young People Emotional Wellbeing and Mental Health team. YMCAES is contracted by Surrey Wellbeing Partnership via a joint commission from Surrey County Council and Surrey and Borders Partnership NHS Trust. YMCAES is one of the largest providers with a contract value over £1.2m
Main Responsibilities:	Lead on service delivery, management and governance <ul style="list-style-type: none"> – To provide strong leadership for the service based on a clear vision for the service, clarity of standards and outcomes to be achieved. – With the Head of CYP support the strategic development, planning and delivery of specialist EWMH services for children and young people ensuring an effective co-ordinated offer for these families is in place. – To have the primary responsibility for establishing, maintaining and developing consistent and high standards of professional and managerial competence amongst all staff involved in the delivery of EWMH services. – To provide line management to the Service Managers and named roles above and work with them to ensure they provide an effective service to children, young people and families in Surrey. – Maintain up to date detailed knowledge of legislation and national policy and to ensure SLT, CYP management team and the service are briefed on changes. – To have lead responsibility for ensuring EWMH services operates in a way which safeguards children and adults and is fully compliant with safeguarding policy and procedure – Understand and manage risk and safeguarding issues across the team, being the named lead and providing advice on guidance on all risk and safeguarding issues and escalating cases to DSLs as appropriate. – To ensure that the health and safety of all families, children, young people, staff and volunteers is properly addressed and enforced through appropriate policies and procedures including risk assessments for all areas and activities.

Manage stakeholder engagement and financial integrity

- Lead on ensuring compliance with regulatory and professional requirements
- To ensure that key relationships and business processes are in place to improve outcomes for children, young people and families.
- Work with the Development Manager to support the Managers and Co-ordinators to write funding bids and reports for new and existing work.
- To ensure EWMH services meets both national, local performance and quality indicators in an effective and timely way.
- Ensure all key policies for EWMH team and processes are up to date and fit for purpose.
- To work with CEO (Director of SWP) Head of CYP and Head of Finance to agree an annual budget for EWMH services and to play a role in negotiating annual funding settlement through the SWP contract.
- Work collaboratively with colleagues to ensure services deliver value for money, within budgets and are evidence based, ensuring that services are rigorously evaluated in terms of quality and outcomes and that they continuously improve and are provided in response to children's *needs*.
- Maintain up-to-date and detailed knowledge about and relationships with commissioners of services including but not limited to Surrey CC, Surrey Heartlands ICB and various Borough Councils
- Ensure accurate monitoring and reporting of EWMH service delivery output, outcomes and targets.
- Represent YMCAES EWMH services on a variety of external forums including Surrey Wellbeing Partnership and Surrey and Borders Partnership NHS Foundation Trust.

Training and Development

- Ensure the effective Safer Recruitment and retention of EWMH working with HR colleagues and Head of CYP as appropriate.
- Contribute to an in-house training programme for EWMH staff, CYP staff and volunteers, which is also offered to all YMCA East Surrey staff and volunteers and key partners.
- Work with the Head of CYP and HR to develop volunteering, apprenticeship, and traineeship opportunities in EWMH services.
- Attend CYP Advisory Group and Team Meetings and give presentations and input as required.

Buildings and Infrastructure

- Ensure buildings and facilities for the delivery of EWMH services are fit for purpose including the Phoenix Youth Centre reporting to SCC and effective working with statutory and voluntary sector partners with the support of the YMCAES Central Services Facilities team.

Provide effective management and support and demonstrate the values and culture of YMCA East Surrey.

- Ensure that all activities demonstrate the values and culture of YMCA East Surrey
- Work with the Head of CYP/Deputy CEO to support the implementation of YMCA East Surrey strategy and Operational Plan.
- Any other duties are required to be performed within the grade and remuneration of the role.
- We are committed to safeguarding and promoting the welfare of children and young people/adults at risk. This role will require an enhanced DBS disclosure. We require you to understand and demonstrate this commitment and attend any required training

PERSON SPECIFICATION: Senior Emotional Wellbeing and Mental Health Manager

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:				Application and certificates
	Undergraduate degree / level 6 qualification in a relevant field or obtained through significant recent work experience	X		Application
	A professional qualification, and membership of an appropriate professional body, in counselling or a related therapeutic discipline		X	
Experience				
	Significant management experience working in EWMH services	X		Application, interview
	Demonstrable knowledge base regarding relevant legislation and resulting practice/procedure issues in EWMH services	X		Application, interview
	Experience of establishing and maintaining effective working relationships with other agencies and professions	X		Application, interview
	Demonstrable experience in collating, analysing and reporting data from a range of sources and making recommendations for performance improvement.	X		Application, interview
	Experience of demonstrating compliance for external regulatory inspections and/or accreditations	X		Application, assessment
Abilities, skills, and attitude				
	A strong command of Microsoft Office including Word, Excel, and PowerPoint	X		Application, assessment
	Ability to work collaboratively with managers to influence change, encourage innovation, creativity and continuous improvement	X		Application
	Navigating charity policies and compliance requirements	X		Application, interview
	Good working knowledge of data protection and information security	X		Application, interview
	Excellent spoken and written communication skills with a high level of attention to detail	X		Application, assessment, and interview
	Able to influence and build excellent working relationships at all levels of the organisation	X		Application, interview
	Demonstrate a high level of professional credibility, integrity and emotional resilience	X		Application, interview

	Excellent organisational skills with the ability to keep things simple	X		Application, interview
	Safeguarding knowledge and experience			
Other requirements	Subject to a satisfactory Enhanced with Children's barred list DBS disclosure	X		Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey	X		Application, Interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users, and stakeholders	X		Application, Interview
	Flexibility around hours of work	X		Application, interview