

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Children, Young People and Families
<b>Salary:</b>	SP 50 (£48,921 per annum)
<b>Responsible to:</b>	BVSC Programmes Director
<b>Location:</b>	Working hours divided between BVSC Offices and home address, as agreed by BVSC.
<b>Hours of work:</b>	35 per week
<b>Duration:</b>	Permanent

BVSC’s Children, Young people and Families team participates in extensive partnership work with voluntary and statutory sector partners. Together we are transforming the way Birmingham supports children, young people and families to help them live more fulfilled lives.

The Coronavirus pandemic led to an increase in demand for Children, Young People and Families provision, and BVSC require an overall lead to focus on the continued development and delivery of our offer.

### **Children, Young People and Families at BVSC**

BVSC has a long history of providing infrastructure and employment support around children, young people and families in Birmingham. It is our intention to grow our offer for Children, Young People and Families at BVSC. Amongst other activity, the larger projects that we are involved in are:

- [‘Early Help’](#) activity that covers all of Birmingham. Early help is the total support that improves a family’s resilience and outcomes or reduces the likelihood of a problem getting worse.
- Delivery of the ‘Dream Team’ Bed Poverty Pilot, improving physical, mental, educational, social & economic outcomes by supporting children and families to have access to appropriate sleeping arrangements.
- Mobilisation of the ‘Multi-Bank’, a community donations hubs where companies can donate a wide range of surplus products to support individuals and families facing challenging circumstances. An anti-poverty initiative: it’s an anti-pollution solution, preventing landfill, repurposing goods, and helping to create a circular economy.

### **Early Help**

Early help is not a service, but the way professionals, communities and families work together across Birmingham. This provision is made available via a partnership between the statutory and voluntary sector, with BVSC leading the voluntary sector provision. BVSC plays a key role in leading this work alongside Birmingham Children’s Trust, Birmingham City Council & Voluntary Sector Lead Organisations. The focus of this work is to re-imagine & streamline

how Early Help is delivered in a children's system that has seen cuts to budgets and services, ensuring a sustainable and effective offer for Birmingham's Children, Young People & Families.

### **Dream Team**

Bed poverty is affecting outcomes for children across the UK, it has a severe impact on their educational attainment, development, and family life. At the most fundamental level, a bed is a safe space for a child, it offers warmth, independence, privacy and comfort, and it is especially important in high stress households. Building on the success of the 'Dream Team – Tackling Bed Poverty Pilot', it is now pivotal to measure the impact of the pilot, build on the learnings of what has been achieved so far and work to embed the Dream Team into Birmingham's existing infrastructure with a more sustainable funding source.

### **Multi-Bank**

The hubs are not open to the public, but rather to the professionals who are working hard every day to solve the needs of individuals and families experiencing poverty and the many interconnected issues it causes. The items are free at the point of collection, and public and third sector workers can request the items their students, clients or beneficiaries need, ahead of collecting them to distribute as they see fit. There are three Multibanks already up and running in Fife, Wigan & Swansea, supporting families experiencing poverty across Scotland and Greater Manchester.

A key aim for 24/25 is to mobilise and establish the multi-bank as a supportive feature of the existing VCFSE and Wider Early Help infrastructure within Birmingham.

## **DUTIES AND RESPONSIBILITIES**

### **Purpose of the role**

- To lead voluntary sector infrastructure support around Children, Young People and Families systems transformation.
- To represent BVSC and Birmingham's VCSFE sector in relation to children, young people and families.
- To lead on maintaining and securing funding for Birmingham VCSFE and BVSC in regard to children, young people and families provision.

### **To lead voluntary sector infrastructure support around Children, Young People and Families systems transformation.**

1. To lead on the delivery and development of BVSC's activity relating to children, young people and families.
2. To deliver and supervise the performance management of sub-contractual agreements.
3. To ensure that quarterly outcomes are met by both BVSC and its delivery partners.
4. To take overall responsibility for management information and governance reports.
5. To directly manage budgets and provide strategic oversight for delegated budgets.
6. To lead on risk management for projects and programmes involving children, young people and families.

**To represent BVSC and Birmingham's VCSFE sector in relation to children, young people and families.**

1. To contribute to the cross-sector strategic leadership of children, young people and families provision within the city.
2. To lead on developing and maintaining positive ongoing strategic and operational relationships with partner organisations and key stakeholders, including participation in governance arrangements for statutory and voluntary sector partnership boards.
3. To provide strategic leadership and oversight of communications, ensuring there is a clear communications strategy and an accurate flow of information to stakeholders.

**To lead on maintaining and securing funding for Birmingham VCSFE and BVSC in regard to children, young people and families provision.**

1. To lead on attracting investment into BVSC and the wider VCSFE around Children, Young People and Families.
2. To develop and maintain productive and trusting relationships with partners across voluntary, statutory and private sectors.
3. To manage analysis of data, ensuring outcomes and outputs are achieved within budget, and to use this data effectively to report progress to the funder, key partners and stakeholders.

**Managerial**

1. To lead by example in building the excitement, confidence and commitment of a team of employees and consultants.
2. To line and performance manage project staff to deliver against the requirements of each post, in accordance with appropriate BVSC HR policies and procedures.
3. To manage budgets appropriate to the role and within BVSC's financial guidelines, by monitoring income against expenditure and dealing with issues around budget variance.
4. To deputise for other senior staff when required.
5. To respond positively and constructively to internal performance management processes and to contribute to the ethos of continuous improvement within BVSC.

## **Corporate**

1. To contribute to all in-house and external information and communication activities.
2. To ensure the implementation of BVSC's policies and procedures including Health and Safety legislation and Equal Opportunities.
3. To contribute to the development of internal policy and strategic planning.
4. To contribute to BVSC's business development activity by promoting BVSC services, identifying new opportunities, relationship building and supporting BVSC's response to funding processes.
5. To keep abreast of strategic and policy issues affecting the voluntary sector and to contribute to policy analysis activities as appropriate.
6. To ensure your own continuing professional development by undergoing training, attending conferences and seminars and by any other appropriate means.
7. To write reports, carry out presentations and undertake administrative duties in connection with the post.
8. To carry out evening and weekend work where required.

## EMPLOYEE SPECIFICATION

	Application	Test	Interview	Group
<b>Experience:</b>				
1. Demonstrable complex programme management and systems leadership experience.	✓	✓	✓	
2. An understanding of the challenges faced by children, young people and families, and the support mechanisms needed to assist them.	✓	✓	✓	
3. Proven experience of staff management including performance management and the ability to inspire and empower staff to achieve challenging individual and team targets.	✓		✓	
✓4. Proven ability to think strategically and make decisions on the basis of a range of internal and external factors and long-term impacts.	✓		✓	✓
5. Ability to demonstrate innovative thinking and its application to project development and delivery.	✓		✓	
6. Proven track record in building and maintaining partnerships across the private, statutory and voluntary sector.	✓		✓	
7. Proven track record of managing financial resources, including setting budgets, monitoring expenditure, producing variance reports and working towards financial targets.	✓	✓	✓	
8. Experience of working within a culture of continuous improvement and of implementing and maintaining a range of quality assurance processes.	✓		✓	
<b>Skills:</b>				
9. A commitment to making a difference to the lives of children, young people and families to improve their life chances.	✓		✓	
10. The ability to inspire and empower people to achieve challenging individual, team, and partnership objectives.	✓		✓	✓
11. Income generation and Identification of funding streams.	✓		✓	
12. Capacity to work on own initiative with minimal supervision.	✓		✓	
13. Excellent communication and presentation skills with the ability to facilitate and provide information to a wide range of audiences.	✓	✓	✓	✓
14. The ability to challenge the status quo and encourage others to contribute and make rational decisions.	✓		✓	
15. Excellent interpersonal skills with a proven ability to manage challenging and competing demands, respond to change and act under pressure.	✓	✓	✓	✓
16. Strong attention to detail in the production of reports and paperwork relevant to the project.	✓	✓	✓	
17. Demonstrable ability to build and manage an effective team environment and working relationships.	✓		✓	✓
18. ICT-literate and familiar with a range of basic software packages.	✓	✓	✓	

<b>Attitudes/Behaviours:</b>				
19. Understanding of and commitment to the ethos of BVSC as expressed in its Strategic Plan and values.			✓	
20. Demonstrable commitment to BVSC's equal opportunities and anti-discrimination ethos and an ability to incorporate it into practice.			✓	
21. Empathy with the values of the voluntary sector and the policy context within which BVSC operates.			✓	
22. Creativity and enthusiasm with a positive and solutions-focused attitude.		✓	✓	✓

**ACKNOWLEDGEMENT OF RECEIPT**

I have received my job description, which I have read and agreed. Signed

..... Date .....

Signed on behalf of Birmingham Voluntary Service Council

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Position ..... Date .....