



POSITIVE STEPS

SUPPORT | CHALLENGE | CHANGE

JOB DESCRIPTION: Director of Families Communities and Justice

Job Title: Director of Families, Communities and Justice
Location: Hybrid
Team/Directorate: Strategic Group
Responsible To: Chief Executive
Responsible For: Service Lead of Families and Communities & Head of Youth Justice
Salary Band: PS10

JOB PURPOSE

- Be a member of the Positive Steps (PS) Strategic and Leadership Group and represent the organisation on a range of local, regional and national bodies as required
- Provide strategic leadership and operational management of a range of delivery teams and activities within the Families, Communities and Justice Directorate
- Be the strategic lead for PS in relation to Families, Communities and Justice with key stakeholders.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Drive and oversee the directorate to ensure it is contractually compliant and meeting required outcomes
- Drive and oversee compliance in relation to all relevant legislation, quality standards and best practice to safeguard the directorate
- Develop and maintain strong relationships across relevant partnerships to promote sustainable growth within the organisation
- Provide strategic leadership to the families, communities and justice directorate to achieve its organisational goals
- Lead the sourcing and completion of bids for funding in relation to delivery of families, communities and justice to achieve sustainable growth
- Manage and monitor the directorate budget to support organisation financial sustainability

- Lead and manage the appropriate deployment of all human and physical resources to achieve effective delivery
- Drive and oversee relevant policies and procedures including safeguarding, health & safety and equality & diversity to ensure company compliance
- Develop organisational policies and procedures to ensure the legally compliant and effective running of the organisation
- Deputise for the Chief Executive where required
- Lead qualitative and quantitative data analysis to provide evidence, informing service delivery and ongoing improvement
- Collaborate to promote the overarching integrated services offer within Positive Steps to grow the organisation

Key Relationships – Internal & External

- External – Key funders, Commissioners, Government Ministers and MPs, elected members and chief officers of local councils, national and regional senior civil servants from a range of Government departments, regional and sub-regional strategic bodies, local partnership bodies, education providers, employers, trades unions and the voluntary, community and faith sector
- Internal – Strategic and Leadership members, staff and volunteers

JOB TITLE Director of Families, Communities and Justice

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	<ul style="list-style-type: none"> • Educated to degree level in a relevant subject area. • A minimum of Level 7 (or equivalent) in Leadership and Management or willing to work towards that qualification. 	
Experience	<ul style="list-style-type: none"> • Substantial experience of working at a senior level in the field of family, community or justice services • Extensive experience of managing and leading teams and individuals in line with HR policies and procedures • Substantial experience of planning, monitoring and evaluating your own and team members' work • Substantial experience of leading and developing performance and quality management • Substantial experience of partnership working at a strategic level • Significant and successful experience of fund raising and income diversification • Significant experience of communicating at a strategic level 	

	<p>through verbal and written presentations</p> <ul style="list-style-type: none"> • Significant experience of preparing detailed strategic and business delivery plans • Substantial experience of budget and financial management • Significant experience of managing Service Level Agreements, Partnership Agreements and/or contracts for delivery of provision • Substantial success in promoting diversity 	
Knowledge	<ul style="list-style-type: none"> • Advanced understanding of family community and justice services • Understanding of project management principles • Understanding of political, economic and social landscape at local, regional and national level in relation to family, community and justice services • Detailed understanding of commissioning arrangements, including developing and writing bids • Detailed understanding of safeguarding legislation and guidance, implementation of Child Protection Procedures and the boundaries of professional relationships. 	

Skills	<ul style="list-style-type: none"> • Advanced communication and presentational skills, with the ability to communicate ideas, issues, systems and procedures successfully at all levels to a variety of audiences. • Highly developed skills in creativity and original thinking with the ability to develop practical solutions to problems • Highly developed inter-personal and team working skills, and a proven ability to form partnerships, and motivate, inspire and drive individuals. • Highly developed contract management skills • Developed skills in Microsoft Office and database systems • Highly developed ability to formulate policy based on the sound gathering and analysis of complex data. • Highly developed negotiating and influencing skills, with the ability to act as an effective and persuasive ambassador. • Highly Developed ability to engage individuals and organisations and broker successful partnerships. • Highly developed budget management skills 	
Personal attributes	<ul style="list-style-type: none"> • Sound judgement and awareness of political sensitivities. • Ability to manage the directorate through the phases/challenges of its development. 	

	<ul style="list-style-type: none"> • Resilient and able to work independently as required • Sound professional and tactical judgement and the ability to establish priorities and principles. • Commitment to Positive Steps vision and values 	
Additional requirements	<ul style="list-style-type: none"> • Prepared to work flexibly to meet the needs of customers and the organisation • Able to travel throughout the region and at times the country. • Occasional weekend working required. • Enhanced DBS required 	

