Employment Plus

JOB PROFILE

Job title:	Assistant Regional Manager
Purpose:	To lead and manage a team of Employability Practitioners to ensure the successful operational delivery of employability services within a designated sub-region/locality or service area; in compliance with all relevant business, spiritual missional, financial, and contractual requirements; working in partnership with local managers and external stakeholders to optimise service delivery; and implementing the outworking of the Employment Plus Territorial Strategy. You will support the Regional Manager with other aspects of service delivery as required including new business development/implementation, budget setting, local contract management, internal relationship management and external stakeholder management.

The Salvation Army Employment Plus are driven by a vision of a just and inclusive world where there are opportunities for all.

We provide comprehensive employability support services across employment, health, and justice sectors. We offer support to anyone experiencing barriers to finding and keeping work. We aim to help people find jobs, improve their skills, and support their health and well-being for lasting impact. We provide holistic support to individuals facing barriers to employment. We believe in the power of jobs to create positive change for individuals and the wider community. Our approach is comprehensive, ensuring that our participants feel secure and confident in their journey towards employment

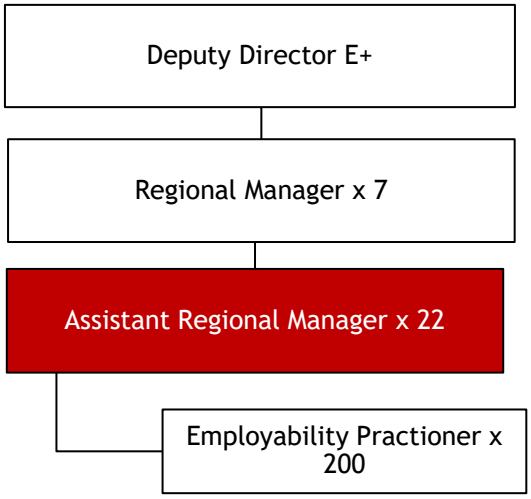
Our vision is one of transformation and as we engage with people where they are on their employment journey, we are given the opportunity to bring people into the knowledge of fullness of life for all with Jesus.

You will provide person-centred leadership across your region, ensuring that participants' experiences and outcomes are positive, holistic, central to the service offer, and that they are aligned with Our Mission five key priorities.

- To share the good news
- To serve others without discrimination
- To nurture disciples of Jesus
- To care for creation
- To seek justice and reconciliation

Employment Plus

Organisation Chart



Report to:	Regional Manager E+
Accountable to:	Director E+
Key working relationships:	Corps Officers, Prime Providers of DWP, MoJ, NHS and MHCLG contracted services, DWP Partnership Managers, Local Authority Commissioners, Local Voluntary and Statutory Service Leads, Regional Mission Service Managers, Quality Improvement Manager, Quality Performance Managers, HR Business Partners, Public Affairs, Philanthropy, Other relevant THQ teams
People management:	The role directly manages Employability Practitioners in numbers according to overall size of the regional team.

Employment Plus

Operating budget:	The region has an annual budget set at a regional level. This role will support in ensuring all contract budgets held within the regional cost centre are created, monitored and remain viable

You will…

- Support the implementation of a Regional Strategic Operational Plan that is congruent with the Territorial Employment Plus Strategy and Mission Development Plan, which are updated annually. This will be co-produced with Divisional Leaders and the Divisional Mission Development Councils with the Strategic aim of facilitating local Mission flourishing. You will have delegated responsibility for aspects of service development and delivery as set by the Regional Manager.

- Provide transformational, person-centred leadership, maintaining a culture of professional development, succession planning and staff retention. Line manage and empower the Employability Practitioners to deliver consistently high-quality and high performing services, whilst holding them to account for their respective areas of responsibility.

- Provide operational leadership and oversight for Employability Practitioners to ensure compliance with any contract management requirements, ISO9001, ISO27001 and Matrix Standards. Work alongside the Quality Performance Managers and where concerns are noted, ensure an appropriate action plan is put in place and monitored; seek to improve performance standards by the setting of targets, SMART action plans and achieving Key Performance Indicators (KPIs), providing the Regional Manager with reports as directed.

- Support the Regional Manager in sourcing and identifying of new business opportunities, working as delegated with regional commissioners, Prime providers and other internal and external stakeholders to create strong partnerships.

- Support the Regional Manager in the production of service specific budgets to help deliver viable and sustainable programmes or contracts, promoting efficiency and effectiveness, and assist in maximising income streams from commissioning bodies, fundraising and other agencies.

- As delegated by the Regional Manager, implement effective and appropriate local contract management and monitoring arrangements providing leadership, advice, and guidance as necessary. Ensure all delegated commissioner or partner contracts, expectations and commissioning plans are managed effectively; contractual targets and service KPIs are achieved, and SMART action plans are set for any required improvement - providing the Regional Manager with reports as directed.

- Support the Regional Manager in working closely with Divisional Leaders, Corps and other Mission Service partners to deliver integrated mission locally and territorially – including through the participation in local Mission Focus Groups. Liaise with the Mission Development Manager to ensure that there is appropriate Chaplaincy provision across the region.

- As delegated by the Regional Manager, foster relationships with key local and regional stakeholders. Promote and represent the work of The Salvation Army and Employment Services to internal stakeholders; participants; officials within local authorities; employers; strategic bodies and commissioners.

- Manage self-development to improve personal knowledge, skills and performance, to keep up to date professionally and undertake personal learning and development as required.

- Represent the Regional Manager in relevant meetings as required and deliver any other duties as could be reasonably expected of someone in the fulfilment of this role.

You have…

- Strong experience of working successfully in a performance management role managing employability services, within a multi-setting environment (A,I,T,P)

- Strong subject matter knowledge of the employability sector and practices, and the drive to keep updated with all relevant legislative, policy and best practice developments (A,I)

- Demonstrable excellent people management skills with the ability to lead and motivate employees and teams to deliver objectives, identify and nurture talent, manage performance effectively, and provide practical emotional and pastoral support (A,I)

- A passion for the mission of The Salvation Army, the desire to promote and encourage transformation for individuals and the ability to demonstrate the practice of a discerned approach to Mission (A,I)

Employment Plus

- An intrinsic understanding of how Employment Plus services can impact Participants' spiritual journeys and a desire to integrate Employment Services with local Mission expressions to best enable those journeys. (A,I)

- Demonstrable excellent communication skills (written, verbal, and presentational) with the proven ability to convey information effectively to a wide variety of stakeholders (A,I)

- Excellent interpersonal skills with the ability to develop strong, successful, and collaborative working relationships both within and outside the organisation (A,I)

- Strong financial management skills with previous experience of delivering financial reporting as required (A,I)

- The ability to work flexibly and travel within the designated sub-region as required, with occasional overnight stays for meetings within the UK & Ireland (A,I)

- A full and valid UK driving licence (or valid equivalent) and access to your own car (London exception) (A,I)

You may have…

- Employability Practitioner or Manager Qualification at any level (A)

- Project Management qualification (A)

How criteria will be assessed - (A) application form; (I) interview; (T) test; (P) presentation and (R) references.

We expect you to exhibit behaviours that model our values of integrity; accountability; compassion; passion; respect and boldness

This is the job profile as it is constituted at the date shown. It is the practice of The Salvation Army to examine job profiles in order to update them periodically and ensure that they relate to the job being performed, or to incorporate any proposed changes.