

JOB DESCRIPTION

Title:	Service Manager (Mental Health in Schools Team)
Responsible to:	Director of Children and Young People's Services
Contract:	Fixed Term (to 31 st March 2026 – with potential to extend)
Hours:	Full Time (1 FTE – 35 hours per week)
Line Management:	Team of 10; (some support to the team will be provided by the Clinical Lead)
Location:	Hybrid - a mixture of home working with some office based work, and regular visits to schools across Hammersmith and Fulham.
Closing Date:	14th July 2024, 9am

Purpose of the Job

Hammersmith and Fulham, Ealing and Hounslow Mind have an exciting opportunity to be part of an innovative and developing service supporting the mental health of children and young people. Working closely with schools in the borough of Hammersmith and Fulham, you will support a diverse staff team to deliver a large NHS contract.

Key Responsibilities

General

- Line management of a team of mental health professionals and of trainees based in schools.
- Contract management (Large NHS contract)
- Responsible for supporting the team
- Holding relationships with all key stakeholders (NHS partners, ICB, Schools, Local Authority, university partners)
- Ensuring service meets or exceeds all targets.
- Building on an existing programme and expanding the service into new schools using learning so far.
- Working closely with the Clinical Lead to ensure safe delivery of services and that staff are supported.
- Ability to support staff to work with diverse range of children and families, and tailor services to reach young people who may be disengaged from school, have specific additional needs or diagnoses.

Person specification

Knowledge & Experience

- At least 3 years' experience of managing a complex service supporting young people with a variety of needs, ideally within a mental health context
- Experience of working on (ideally managing) a commissioned service within a Third Sector Organisation
- Experienced in delivering a service within budget and meeting all KPIs and contract requirements.

Skills, Attributes & Qualities

- A passion for supporting and developing staff
- A commitment to improving the lives of young people living in our boroughs through high-quality mental health support.
- Skilled in working closely with colleagues (e.g. Clinical Lead) and clearly sharing roles and responsibilities.
- Having a creative approach to problem solving and developing the service to meet the needs of diverse young people, families and schools.
- Ability to form and maintain relationships (e.g. with schools, commissioners), and communicate effectively with all stakeholders and young people.
- Ability to manage own workload, work to deadlines and prioritise effectively, and bring out these qualities in your team
- Good standard of Microsoft Office – Word, Excel and PowerPoint

We are an equal opportunities employer; and are proud to employ a workforce that reflects the diverse communities we serve. We welcome applications from all suitably qualified persons from all backgrounds.

HFEH Mind are committed to creating and fostering a culture that promotes safeguarding and the welfare of all children and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all persons appointed are suitable to work with children and vulnerable adults.

Post is subject to an enhanced DBS check.