



**Ormiston
Families**

Brighter futures

Team Leader
Breaking Barriers
Bedfordshire & Cambridgeshire





A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Team Leader on the Breaking Barriers Service.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application.

Best regards,

A handwritten signature in black ink, appearing to read 'Allan Myatt', written in a cursive, flowing style.

Allan Myatt



Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative

- Working together with families
- Building partnerships, communities and networks to support families
- Valuing each other to achieve results and improve everything we do

Compassionate

- Listening, so we can understand
- Treating people with respect
- Enabling, recognising and reinforcing achievements

Effective

- Evidencing the impact of our work with families
- Prevention and early intervention being at the heart of our work
- Building resilience to cope and recover from adversity



Who Are Ormiston Families?

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

About Our Breaking Barriers

The Breaking Barriers Project is a service which works with Children, Young People and Families who have been affected by the imprisonment of a parent or close family member. Our service offers one-to-one support to Children and Young People to maintain a connection with the imprisoned parent, support their emotional wellbeing and build resilience to enable them to reach their full potential. The work we do plays a critical role in helping to reduce reoffending rates.

About the role

To provide outcome-based support designed to address the needs of children, young people affected children and young people (CYP) with a parent/carer or close family member in prison who may feel isolated or excluded in their home community, ensuring that these programmes meet individual need and further the aims of Ormiston Families.

As Team Leader, you will balance case management as well as line manage the Breaking Barriers Practitioners in the Cambridgeshire and Bedfordshire areas and lead a collaborative approach to setting best practice and a passion for improving the safety, health and resilience of children and young people.



Safer Recruitment

Application Process / Post Requirement

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the 'Work with Us' section of our website) detailing in the personal statement section, how you meet the criteria.

Rights to Work in the UK (RTW) (in person or remote)

Recruitment Manager will need to see your original documents of your Rights to Work in the UK.

- UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill (proof of address)
 - EUSS Permanent Status or Pre-Status Share Code
 - Current EU/EAA/Swiss Citizen Passport
 - EU/EAA/Swiss Citizen Visa
 - Home Office Certificate
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- If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
 - If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, Zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

Safeguarding and DBS Requirements for Your Role

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

Disclosure and Barring Service (DBS) Checks:

- As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check.
- Employment can commence once the check has been satisfactorily completed.
- If you have a conviction on your DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
- It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
- Additional questions for roles working with children, young people, or vulnerable adults to be explored at interview.
- As this post involves working either with children and young people or vulnerable adults Warner or Safer care motivational type questions may be asked during the interview process.
- These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour, and responses to situations.
- The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
- If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.



Disclosure

- Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
 - This information can be sent under separate, confidential cover to the Human Resources hr@ormistonfamilies.org.uk
 - Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Ormiston Families to ask questions about your entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.
- Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.
- Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with Ormiston. This will depend on the nature of the position and the circumstances and background of the offences.

Qualification

- Recruitment Manager will need to see your original copies of your qualification either in person or via social media.
- If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
- If the interview is held via social media, you will need to email copies of your qualification to the recruiting Manager before the interview. At the interview you will need to have the original hard copy documents available so the relevant checks can be undertaken.
- If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
- Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
- If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

References

- If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

Health Check

- If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form, and may be required to have a medical via Occupational Health.
- This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).
- It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.



GDPR / Data Protection:

- Ormiston Families is required by law to comply with the GDPR 2018 / Data Protection Act 1998.
- Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
- Personal information is information relating to a living individual who can be identified.
- It is each individual employee's responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
- Personal information must not be disclosed to others unless authorised to do so.
- All personal /sensitive information will be sent to you via egress or password protected.

Equal Opportunities:

- Ormiston Families is an equal opportunities employer.
- We value diversity and welcome applications from all sections of the community.
- We ask you to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
- The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
- In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.
- Ormiston Families seeks to ensure that all employees are selected, trained, and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.

Closing date for completed applications: Role will remain open until filled by suitable applicant

Any queries, please email: **tina.hickey@ormistonfamilies.org.uk**

Ormiston Families reserves the right to close the vacancy early if we have received sufficient applications a head of the closing date.



Information about working for Ormiston Families'

Team Leader

Duration:

- The post advertised is permanent, part-time (28 hours per week) with flexible working.

Hours of Work and Working Arrangements:

- The normal working week is 35 hours, Monday to Friday and covers 52 weeks per year.
- You will be required to work flexibly to meet the needs of the service including evenings and weekends.

Location:

- Your initial work base will be home.

Salary:

- The scale for this post is grade 7, £24,047 - £27,542 pro rata per annum, based on 28 hours per week.
- Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

Progressing through your Grade:

- Your salary will rise with the scale by one increment each year up to the maximum of the scale. Increments are awarded annually on the 1st April.

Probationary Period:

- The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

Travelling Requirements for Your Role

- Ormiston Families positively encourages the use of technology to communicate and engage but in this role, you will need to travel.
- You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
- Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses Policy and within Her Majesty's Revenue and Customs guidelines.
- If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
- If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.



Job Description

Job Title: Team Leader
Service: Breaking Barriers
Location: Bedfordshire & Cambridgeshire

Job purpose:

To provide outcome-based support designed to address the needs of children, young people affected children and young people (CYP) with a parent/carer or close family member in prison who may feel isolated or excluded in their home community, ensuring that these programmes meet individual need and further the aims of Ormiston Families.

As Team Leader, you will balance case management as well as line manage the Breaking Barriers Practitioners in the Cambridgeshire and Bedfordshire areas and lead a collaborative approach to setting best practice and a passion for improving the safety, health and resilience of children and young people.

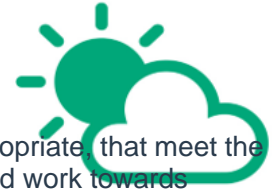
Main Duties and Responsibilities:

- Provide line management and supervision to your direct reports through one-to-one case management.
- Balance a workload split between case management and staff management.
- Deputise for the Regional Manager, in their absence, including taking the lead on Safeguarding matters where appropriate.
- Collaborate with relevant Ormiston Families colleagues and other organisations to develop best practice within Breaking Barriers service and standardising delivery. Where improvements are recognised, ensure information is shared and quality improvement is driven up and standardised through appropriate organisational channels.
- To plan, evaluate and deliver a range of needs led one to one intervention across the county, using a trauma informed approach that place CYP participation at the heart of the service/support.
- To create safe space for CYP to express their feelings and emotions, have fun and build positive memories.
- Provide direct support/check in to children, young people and families on the waiting list, supporting them to work through the pre-service information and activities.
- Maintain clear and effective records of work with children, young people and families.

Generic Responsibilities

Support for children and young people

- To carry out initial assessments with parents/carers and partner agencies following referrals to the service and identify and agree individual outcomes for children and young people.
- To work one to one in the home, schools and other community settings with children needing emotional support who have been affected by imprisonment, using activities and resources that allow CYP to explore their feelings and emotions.



- To coordinate packages of support with CYP, with other agencies where appropriate, that meet the complex needs of children and young people, reduce risks, improve safety and work towards emotional well-being and development.
- Utilise a trauma informed approach and ensure that CYP voices are heard and listened to, through enabling self-advocacy and co-production of support/service delivery where possible.
- Contribute to the development of new, creative and innovative responses to CYP (and families) affected by imprisonment.
- Undertake activities that ensure maximum participation of CYP and families in services, e.g., 1:1's, telephone/text reminders, tech support for virtual sessions.
- To provide support to the parent carer where this will help improve engagement and outcomes for the CYP.
- To advocate for children and young people's views and needs within their families, schools and with other agencies as appropriate.
- Link (refer) CYP to other services/agencies as needed.
- To prioritise the safety and wellbeing of CYP and identify and act on CYP safeguarding and child protection issues following Ormiston families safeguarding policy and local procedures, ensuring that CYP have a voice in the process and that interventions are empowering and effective.
- To attend professional and multi-agency meetings (e.g.: Child in Need) to represent the child as required.
- To ensure services and support is delivered within an equal opportunities/ anti-oppressive framework and is responsive to the needs of CYP/families from disadvantaged group and marginalised communities.

Resource development and maintenance

- To maintain and ensure resources for the use with CYP are appropriate, clean, developmentally suitable, interesting, and enjoyable.
- Organise and prepare resources for sessions, including booking rooms/spaces suitable to undertake intervention with CYP.

Community Development

- To represent Ormiston at a range of agreed external meetings throughout the county and to work in partnership with other organisations, working to raise awareness of the impact of imprisonment and to influence positive change in policy and practice to achieve identified outcomes for children, young people, and families.
- To promote the service across the county, using a range of mechanisms, in order that partner agencies from statutory and voluntary sector are aware of the opportunities and can refer appropriately.
- Provide support, advice and guidance to other stakeholders that deliver support to CYP affected by the imprisonment of a parent or close family member.

General Administration



- To keep contemporaneous records and ensure the maintenance of accurate recording systems related to Service activities and / or CYP and families..
- To prepare reports as required on activities undertaken with children, young people and families for a range of purposes including reporting on identified outcomes.
- Assist with the preparation of Breaking Barriers information and publicity materials.
- Provided reports for as required by managers and funders.
- Contribute to the development and implementation of a monitoring and evaluation framework to assess the quality, benefit, and impact of the service to CYP, their families, stakeholders and the broader community.

Policies

- To work within Ormiston’s mission and values, to working collaboratively to keep children safe, healthy and to build resilience.
- To implement all Ormiston policies and procedures.
- Comply with relevant external standards and Quality Marks.
- Maintaining confidentiality throughout on all issues, complying with GDPR requirements for data protection.
- Comply with internal and external regulations, procedures and other requirements in relation to the organisation, its services and facilities.
- Contribute to the review and development of appropriate policies and procedures and the development of best practice.

General Duties

- To undertake any other reasonable duty, which is appropriate to the grade when requested by Senior Staff.
- To be familiar with and comply with all Ormiston Families policies, procedures, protocols and guidelines.
- To demonstrate an understanding and commitment to the charity’s values.
- You may be required to conduct other tasks based on the business needs.

Person Specification

Experience:

Essential	Desirable
<ul style="list-style-type: none"> • Good knowledge and experience of working directly with children, young people and their families using an appropriate range of techniques 	<ul style="list-style-type: none"> • knowledge and experience of prisons and the criminal justice system.
<ul style="list-style-type: none"> • Experience and skills in partnership working and knowledge of other appropriate and relevant service provisions in the area 	



Abilities and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Experience of staff management/ supervision. 	
<ul style="list-style-type: none"> Experience of balancing a workload split between staff supervision and Case management. 	
<ul style="list-style-type: none"> Ability to work independently and as part of a team, with a positive 'can do' and problem-solving approach. 	<ul style="list-style-type: none"> A basic awareness of the issues, impacts and subsequent needs of children and young people who have been affected by adverse childhood experience/s, including the issues faced by marginalised groups.
<ul style="list-style-type: none"> Considerable experience of collaborating on complex Safeguarding cases. 	
<ul style="list-style-type: none"> Passion for making a difference to the lives of children and young people and reducing the impact of adverse childhood experiences (ACE's) 	
<ul style="list-style-type: none"> Ability in the development in partnership with the children and young people coordinated packages of support and create and deliver exciting and relevant activities for CYP that meet identified needs. 	
<ul style="list-style-type: none"> Able to manage disclosures, maintain personal and professional boundaries and understand confidentiality. 	<ul style="list-style-type: none"> Ability to utilise trauma informed approach and work in a participatory and empowering way.
<ul style="list-style-type: none"> Ability to maintain effective and appropriate records and a good understanding of why records need to be kept. 	<ul style="list-style-type: none"> Ability to respond to difficult situations, work with and respond appropriately to conflict.
<ul style="list-style-type: none"> Excellent communication skills, both written and verbal, with the ability to communicate effectively and able to always maintain effective and professional relationships. 	
<ul style="list-style-type: none"> Good knowledge and skills of using a range of assessment tools 	
<ul style="list-style-type: none"> Strong understanding of Safeguarding policy and legislation. 	
<ul style="list-style-type: none"> Basic knowledge of health and safety to include carrying out risk assessments 	
<ul style="list-style-type: none"> Competent use of Microsoft Office Programmes e.g., Word, Excel, Outlook etc. 	

Qualifications:

Essential	Desirable
<ul style="list-style-type: none"> A relevant qualification (minimum level 3) e.g., Childhood Studies, Youth work, play/Art Therapy, Health & Social Care, social work, teaching etc 	
<ul style="list-style-type: none"> An awareness of equal opportunities and an ability to address discrimination. 	



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| <ul style="list-style-type: none">• Hold a clean driving licence and have access to a vehicle | |
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Professional and Personal Development

- All staff must ensure that they are aware of their responsibilities by attending Mandatory Training and Induction programme.
- All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

Health and Safety

- All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Risk Management Policies & Procedures.
- All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

Confidentiality and Information Governance

- All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or Charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
- All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
- All staff must ensure compliance with the Data Protection Act 1998.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

- Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.
- Safeguarding and DBS requirements for your role:
- Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

Senior Managers

- Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.



Freedom of Information (FOI)

- All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the Charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Data Quality

- The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Charity's Policy and Procedures for Data Quality.
- This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.



Benefits & Recognition

All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.

Cycle to Work:

- Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

Annual Leave Entitlement:

- The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 3 years' service up to a maximum of 30 days as follows:
- Part-time employees receive a pro-rata allowance according to the number of hours they work (per week).

Group Life Assurance:

- Ormiston Families provides a death in service benefit to all permanent employees.

Occupational Sick Pay Scheme:

- Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

Pension:

- Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

Sponsorship:

- Ormiston Families provides sponsorship to employees who have completed their probationary and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

Employee Assistance Programme:

- Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

The Hive:

- The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

The Well-being Centre:

- Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.