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**CWP Team Manager**

**Ormiston Families CYPMHS**

A person smiling for the camera

Description automatically generated with medium confidence **A message from our CEO, Allan Myatt**

Dear Applicant,

Thank you for your interest in the post of CWP Team Manager in our Supporting Smiles Service.

Over the last four years, the strategic plans we set in 2019 successfully guided us through a particularly challenging period around the world. Within this time, we have strengthened our infrastructure, said goodbye to some services and welcomed and substantially grown others. We have adopted a new brand identity, giving us a much fresher and more optimistic outlook. We have also invested in our most important asset, our staff, and begun to apply our values across every area of our work. In short, we are now a safer, healthier, and more resilient organisation which has enabled more children, young people, and families to feel safer, healthier, and more resilient too.

In June last year, we began the process of looking forward to set out a plan for the next three years. We looked at what had been working well and what more needs to be done to improve our quality and reach within the East of England. The enclosed strategic plan for 2022 – 25 is now well underway and we see the recruitment of this post as critical in helping us achieve our objectives.

I wish you the best of luck with your application.

Best regards,

A picture containing text

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Allan Myatt

**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 Children and Young People’s Mental Health Service (CYPMHS)**

**CYP IAPT**

The Children and Young People’s Improving Access to Psychological Therapies programme (CYP IAPT) is a service transformation programme funded by Health Education England and delivered by local partnerships that aims to improve existing children and young people’s mental health Services (CYP MHS) working in the community.

The Norfolk and Waveney Health and Care Partnership has been successful in its bid to establish teams of Children’s Wellbeing Practitioners (CWPs) across the Norfolk & Waveney Integrated Care System. We hold resilience, innovation, and effectiveness at the heart of the CWP pathway. Therefore, we are excited to be recruiting a Team Manager to provide effective day to day management and clinical supervision to their team of Children’s Wellbeing Practitioners. The successful candidate will hold a passion for low intensity CBT and an innovative approach to delivering CWP interventions of the highest standard.

**About the role**

The role of CWP Team Manager is to manage and support a team of Children’s Wellbeing Practitioners in their delivery of high quality, low intensity psychological interventions. The CWP Team Manager will support the CWP Service Lead in developing the pathway across Norfolk & Waveney which will include partnership working and a passion for innovation and the pursuit of excellent therapeutic support as standard.

Your clinical and management skills will support the development of the CWP pathway and provide excellent leadership and clinical supervision to our CWP teams which will include trainees, early career professionals, developing practitioners and experienced clinicians. These skills will ensure we can provide a responsive, high-quality service. You will be expected to work collaboratively with colleagues as well as external stakeholders. As a valued member of our management team, you will help us to ensure the service runs smoothly and provide effective leadership, support, and management of clinical staff and resources. We’re looking for someone who is organised, forward-thinking, has enthusiasm and motivation, and works well in a team. Excellent interpersonal and communication skills are essential to this role.

Your base location will be our hub in central Norwich, with occasional travel across the Norfolk and Waveney area.

**About you**

Do you have excellent clinical and leadership skills and experience? Are you looking for an opportunity to develop and support a front-line team of CWPs? Do you have flexibility and excellent communication skills? We are looking for enthusiastic and well-motivated individuals to lead and go on to provide clinical supervision to our CWP teams.

You will have experience of working with children, young people and parents presenting with a range of mental health difficulties and challenging behaviour. You will have experience in the delivery of low intensity CBT interventions. The successful candidate will demonstrate their passion for LI-CBT, partnership working and a willingness to work flexibly with system partners to deliver this innovative pathway across the Norfolk & Waveney CYP mental health system.

**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)

The Recruiting Manager will need to see the original documents providing proof of your right 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
* 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 Families 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 Team [**hr@ormistonfamilies.org.uk**](mailto: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 Families. This will depend on the nature of the position and the circumstances and background of the offences.

**Qualification**

* The Recruiting Manager will need to see the original copies of your qualification either in person or via video conference.
* 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 video conference, 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 UK GDPR / Data Protection Act 2018.
* 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 encryption service 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.

**Any queries, please email:** [**stephanie.hillier @ormistonfamilies.org.uk**](mailto:stephanie.hillier-dixon@ormistonfamilies.org.uk)

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

**Information about working   
for Ormiston Families**

**Job Title: CWP Team Manager**

**Duration**

The post advertised is permanent and full-time (37.5 hours per week)

**Hours of Work and Working Arrangements:**

* The normal working week is 37.5 hours and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be Norwich Hub (travel to other sites may be required)

**Salary:**

* The salary for this post is £42,600.45 per annum based on 37.5 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.

**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 may 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: CWP Team Manager**

**Service: Supporting Smiles**

**Location: Norwich Hub (travel to other sites may be required)**

**Job Purpose**

Working in partnership with our alliance partner providers, Ormiston Families’ Supporting Smiles Service provides child and adolescent mental health support in Norfolk & Waveney.

We are excited to be growing and developing the offer of CWP interventions to children, families and young people across Norfolk & Waveney. We are focused on delivering a range of high quality LI-CBT interventions that are evidence based, responsive and effective, so it is a great time to consider joining us.

The CWP Team Manager will be responsible for the day-to-day leadership of a team of CWPs, ensuring that, as a priority, there’s consistent and effective management and clinical supervision of the CWPs. The post holder will be responsible for the clinical oversight, case review, and outcome monitoring for their team. The post holder will also be involved in the development of the CWP pathway with a focus on supporting the delivery of CWP interventions and wider service transformation within the local children and young people’s mental health system – this will be completed under the guidance of the CWP Service Lead, local service leads and managers.

The post holder will hold a small clinical caseload alongside their management and supervisory responsibilities.

**Main Duties and Responsibilities**

The post holder should be able to demonstrate:

* Previous experience in supervision preferably with CYP-IAPT supervision training
* Substantial experience working with children and families with mental health needs
* Clinical experience of outcomes-based practice
* Knowledge and experience in evidence-based practice with children and their families
* Enthusiasm for extending brief low intensity forms of help offered to children and parents around mental health needs
* Knowledge of practice of guided self-help, drawing on principles of CBT and behavioural therapy
* Knowledge of evidence informed interventions for low mood, self-harm, anxiety and common behaviour problems in young children.
* Enthusiasm for and knowledge of the use of ROMs/feedback and outcomes tools on a session-by-session basis and how to use in supervision
* Experience of goal-focused interventions
* Interest to be involved in service development

**Main Duties**

1. **Clinical**
2. To oversee the formulation and treatment and management plans for parents, children and young people being treated by the CWPs using a range of specialist psychological interventions appropriate to the service; individual and group.
3. Working in partnership to support children and young people experiencing mild to moderate mental health difficulties and their families in the self-management of presenting difficulties.
4. Work in partnership with children, young people and families in the development of plans for the intervention and agreed outcomes.
5. To support and empower children, young people and families to make informed choices about the intervention.
6. To operate at all times from an inclusive values base, which recognises and respects diversity.
7. Accept referrals within agreed national and local protocols.
8. Undertakes accurate assessment of risk to self and others.
9. Adhere to the service referral protocols. Working in partnership, signpost unsuitable referrals to the relevant service as necessary.
10. Through close case management and supervision, escalate cases where the level of need becomes beyond scope, or more severe ensuring adherence to other relevant elements of service delivery.
11. Provide a range of information and support for evidence based psychological treatments, primarily guided self-help. This work may be face-to-face, by telephone or via other media.
12. Adhere to an agreed activity contract relating to the overall number of children and young people contacts offered, and sessions carried out per week in order to improve timely access and minimise waiting times.
13. Keep coherent records of all activity in line with service protocols and use these records and outcome data to inform decision-making. Complete all requirements relating to data collection.
14. Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process.
15. Work within a collaborative approach involving a range of relevant others when indicated.
16. Work in collaboration with children, young people and communities to enhance and widen access to support health promotion.
17. To provide some joint specialist mental health assessments and treatments to parents, children and young people with the CWP supervisees.
18. To provide clinical supervision of the intervention work of the CWPs when they are working independently.
19. To assess when the CWPs are able to work independently with specific clients and interventions.
20. To provide reports and communicate in a skilled and sensitive manner concerning the assessment, formulation and treatment plans of clients.
21. To support the CWPs to liaise with other education, health, social care and voluntary sector staff from a range of agencies, in the care provided to clients.

**B. Teaching, training and supervision**

1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice based assessments. This would include reviewing videos and case reports of trainee CWPs.
2. Support CWP staff in the co-delivery of training sessions approximately once a month. This will include; attendance at practice skills sessions, involvement in formative feedback sessions with teaching staff, and co-production of elements of the curriculum.
3. Apply learning from the training programme to practice.
4. Receive supervision from educational providers in relation to course work to meet the required standards.
5. To continue to develop skills in the area of professional teaching, training to multidisciplinary teams and partner agencies (education, social care).
6. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.
7. Respond to and implement supervision suggestions by supervisors in practice.
8. Engage in and respond to personal development supervision to improve competences and practice.
9. Co-develop a supervision contract with CWPs.
10. To induct CWPs into appropriately using supervision, including looking at data and videos in supervision.

#### **C. Service development management and policy**

1. To support the strategic and practical development of the CWP initiative within the service and wider children’s mental health system, under the direction of the service leads.
2. To manage and screen referrals into the CWP service.

3 To manage the day-to-day delivery of CWP interventions for children and young people (typically aged 4-18) with newly emerging or mild-to-moderate mental health issues, allocating and monitoring caseloads.

4 To manage the case load of the CWPs in conjunction with other CWP supervisors, team managers and service leads.

1. To take a lead in monitoring and communicating clinical outcomes and activity data with the CWP team
2. To provide line management for Senior CWPs and CWPs within the service as required by the Service Lead.
3. To contribute to the development, evaluation and monitoring of the team’s operational policies and services, through the deployment of professional skills in research, service evaluation and audit.
4. To assist the service lead by undertaking delegated routine team based functions, as required, such as: chairing meetings, overseeing evaluations/audits, etc.
5. To be involved, as appropriate, in the recruitment, short listing and interviewing of future cohorts of CWPs.
6. To attend, as required, a range of interagency meetings to represent the service, in a delegated role, offering guidance, where appropriate, ensuring that issues relating to the service are noted and brought to the attention of the service lead.
7. To assist, in the integration and development of user participation, outcomes measures, and evidence based treatment approaches in line with the wider children and young people’s mental health strategy for service improvement.
8. To initiate and be involved in service development, such as joint working with other agencies and developing new interventions within the service.
9. To ensure that CWPs are covered by the clinical governance arrangements for the service. This would include reviewing policies relating to risk management and sole working and ensuring that these policies are adhered to by the CWP workforce.

#### **D. Service evaluation and research**

1. To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.
2. To undertake CWP project management, including audit and service evaluation, with colleagues within the service to help develop and evaluate service provision.
3. Work with service managers to ensure outcomes data is collected, used clinically and is flowed under national/local data requirements.

#### **E. Partnership and team working**

1. To actively develop and maintain effective clinical and corporate working relationships both within and outside Norfolk and Waveney, including with other agencies and Higher Education Institutes.

2. To explore the potential for collaborative working and take opportunities to initiate and sustain such relationships in order to improve service delivery.

3. To actively contribute to the multi-disciplinary team supporting the children and young person; acting as a credible source of information for other agencies/professionals involved in the care; act as a resource of specialist knowledge for others.

1. Working with local leaders to ensure effective pathways, referrals and delivery including suitable therapeutic spaces.

**Generic 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.
* 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.

**Personal Specification**

**Qualifications**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Postgraduate learning to Masters level or equivalent, relevant to practitioner career in CYP MH e.g., CWP, EMHP, Cognitive Behavioural Therapist | Maintains a portfolio of CPD in line with regulatory body standards |
|  | LI-CBT or CBT supervision qualification |
|  | Leadership and management qualification |
|  | Specific CPD modules relevant to Children and Young People’s Mental Health (CYP MH) |

**Experience**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Experience of undertaking delegated leadership tasks |  |
| Experience of working with children, young people and families | Working in community or primary care-based teams |
| At least two years’ experience working therapeutically, clinically and/or consultatively within a CYP Educational or Mental Health Setting, with children and young people with mental health difficulties and their families |  |
|  | Experience of developing clinical policies/procedures |
| Experience of multi-agency collaborative working | Experience of multidisciplinary and multiagency working and co-working assessments and treatment |
| Enthusiasm for and experience of monitoring service performance and clinical outcomes |  |
| Experience in the non-clinical supervision and management of other staff |  |

**Abilities and Knowledge**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Highly developed theoretical and clinical knowledge appropriate to CYP MH | Evidence of research projects and / or clinical audits relevant to clinical area |
| Highly developed knowledge of relevant current issues in health and social care, ethics and innovation and application in practice | Ability to use client and family voice in design and delivery of the service |
| Demonstrates awareness of limits to knowledge base | Knowledge of current research methodology |
| Ability to develop, manage and lead on outcomes  data and data reporting for the service. | Awareness of relevant initiatives and frameworks in CYP MH, including MHSTs, Thrive, etc. |
| Knowledge of benefits and limitations of low-intensity work |  |
| Demonstrable knowledge of relevant safeguarding and mental health legislation |  |
| Interest in providing teaching and training |  |
| Ability to provide clear consultation to professionals |  |
| Interest in and ability to improve services to increase efficiency and enhance patient experience |  |
| Ability to form excellent working relationships with colleagues and work flexibly with others in multidisciplinary and multi-agency settings. |  |
| **Practical and Intellectual Skills** | | |
| Essential | Desirable | |
| Competent IT skills in order to provide online support, engage in online meetings, efficiently report and present work | Lead / contribute to research activities relevant to clinical area | |
| Assessment, planning, treatment and evaluation skills appropriate to CYP MH | Car owner/driver or suitable alternative transport to enable you to undertake the job. Reasonable adjustments can be considered in accordance to the Equality Act. | |
| Highly complex analytical and creative problem-solving skills in unpredictable situations |  | |
| Workload management including delegation of tasks and day-to-day team leadership |  | |
| Excellent interpersonal and communication skills: advanced verbal, non-verbal and written communication skills including communicating complex or potentially distressing information to patients / carers and managing conflict when appropriate |  | |
| Risk assessment skills |  | |
| Reflective practice skills – able to give clear and effective feedback and support others to develop |  | |
| Ability to complete the CWP Supervisor course at post-graduate level which involves attending London based University teaching |  | |
| **Attitude and Behaviour** | | |
| Essential | Desirable | |
| Able to demonstrate clear and inspiring leadership / role modelling for supervisees (non-clinical) | Evidence of clinical leadership | |
| Displays care, compassion, sensitivity and responsiveness to other peoples’ feelings and needs | Experience of change management theory | |
| Able to work as part of a team, co-operating to work together and in conjunction with others and willing to help and assist wherever possible and appropriate appreciating the value of diversity in the workplace |  | |
| Able to develop, establish and maintain positive relationships with others both internal and external to the organisation and with patients and their carers |  | |
| Able to work under pressure, dealing with peaks and troughs in workloadmanaging unpredictable service demands |  | |
| Positive and flexible attitude to dealing with change; able to respond to the changing needs of the patient in an appropriate and timely manner;  willing to change and accept change and to explore new ways of doing things and approaches |  | |
| Has a strong degree of personal integrity; able to adhere to standards of conduct based on a culture of equality and fairness |  | |
| Demonstrates values consistent with those of the organisation |  | |

**Professional and Personal Development**

* All staff must ensure that they are aware of their responsibilities by attending mandatory training and our 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 the 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 2018 and the UK GDPR.

**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 Privacy 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
* 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 the opportunity to apply for sponsorship to employees who have completed their probationary period 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 Wellbeing Centre:**

* We have trained Mental Health First Aiders who form our Wellbeing Team, promoting mental and physical health. Ormiston Families has also signed the pledge to support our employees going through the menopause in the workplace.

**A group of people shaking hands

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**We build supportive partnerships, communities and networks**