THE AMBER FOUNDATION - JOB DESCRIPTION

Team Leader. Fixed Term Contract (6 months)

The safe recruitment of staff in Amber is the first step to safeguarding and promoting the welfare of children and young people in our care. Amber is committed to safeguarding and promoting the welfare of all children and young people in its care. As an employer, Amber expects all staff and volunteers to share this commitment.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Team Leader</th>
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<tbody>
<tr>
<td>Responsible to</td>
<td>Service Manager</td>
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<tr>
<td>Hours of Work</td>
<td>Mon to Fri 9.00am to 5.30pm + 1 rota overnight shift per month</td>
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<td>Salary</td>
<td>£27,142.50</td>
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<tr>
<td>Contract</td>
<td>Fixed Term – 6 months</td>
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This role is based at Ashley Court, Chawleigh, Devon EX18 7EX.

Summary of Position

- The role of the team leader is an extremely important one, and one which demands patience, leadership and the ability to implement the Amber development programme. This will require flexible and lateral thinking on the part of the team leader.
- The team leaders will be responsible for the development and eventual moving on of each young person in their team. The team will consist of up to ten young people at any one time.
- The team leaders will be expected to plan and implement the delivery of The Amber Programme, using Dreams and Desires as the objective for each young person.
- The team leaders will motivate young people so they can elevate their self-esteem and self-reliance, enabling them to progress into employment, education or training.

Primary Responsibilities, Tasks and Duties.

To abide by all of Amber's policies and procedures and ensure that they are adhered to at all times and encourage others to do the same.
To ensure that each young person is progressing, and that the progression is recorded and can be shown through the use of individual folders, internal reports and external progress reports.
To ensure that projects are organised each day, which should include external community projects as well as internal maintenance projects on the property and land.
To ensure that the course remains enjoyable and that there is a choice of projects, activities and career planning sessions. The programme is to include fun activities and projects at its core, in order to maintain Young people’s motivation.
To ensure that the Amber programme remains enjoyable and that there are a choice of projects, activities and ETE (Education, Training and Employment) planning sessions. The programme is to include fun activities and projects at its core, in order to maintain residents’ motivation.
To support residents in completing daily maintenance and room checks.
To ensure that the team contribute to all team members dreams and desires
To ensure that expenditure is within team budgets.
To ensure that each team member pays his/her rent on time and in full.
To ensure that the risk assessments are carried out and recorded for activities and projects.
To ensure that health and safety procedures are followed, and that neither Young people nor staff are put at risk.
To attend staff meetings, training and supervision on a regular basis, as required.
To take on other reasonable tasks and responsibilities as deemed appropriate by Line Management.
To facilitate resident’s external appointments by providing transportation using one of Amber’s vehicles and any other ad hoc transport as required.
To induct new residents to Amber by preparing their rooms for arrival and completing the necessary induction paperwork.
To complete a thorough needs assessment for each new resident and to begin a support plan.
To refer residents to external services or agencies as appropriate depending on the individual resident’s needs.
To support residents in the planning, preparation and cooking of lunch time and evening meals.
To plan, prepare for and carry out resident activities and projects on a daily basis.
Take an active role in the implementation and achievement of organisational and team objectives
To build strong relationships with other staff members, and make full use of the support offered by Line Management and Head Office functions.
To build strong relationships with external services and agencies to support the needs of our residents.
Carry out assessments risk/initial/comprehensive to inform resident’s programme journey
Carry out interventions relevant to individual needs including 1:1 sessions and group work/programme facilitation.
Develop and contribute to the through care needs of service users, supporting them in the development of move-on plans which are appropriate to their needs.
Ensure activities and the Amber programme is facilitated and co-facilitated to the standard required by and in accordance with any relevant policies, procedures and risk assessments.
Plan and manage your caseload effectively, making sure that residents and their needs are prioritized appropriately.
Review needs assessment and ongoing care plans liaising closely with external services and other agencies as required.
Complete and maintain service user logs, support plans and needs assessments to the required standards.
Proactively approach integrated ways of working and adopt a multi-disciplinary approach.
Contribute to the overall smooth running of the Amber programme by being proactive and solution focused.
Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice
Carry out drug urine testing and alcohol testing where this is required.
Use IT efficiently to support your role.
To take on other reasonable tasks and responsibilities as deemed appropriate by Line Management.
To carry out any Ad Hoc duties as required.
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Essential Experience

Proven ability to supervise and manage people and draw on their experience, interests and expertise to maximise the potential for the course. Experience of working with a disadvantaged or vulnerable client group with complex needs.

Desirable Experience

Experience of working with disadvantaged young people

Essential Skills/Knowledge

Commitment to resident participation, empowerment and anti-discriminatory practice and the ability to reflect that commitment in the project. Ability to maintain and project motivation and enthusiasm in a pressured environment. Ability to provide effective and enthusiastic leadership for the team and to foster teamwork and good practice. Ability to work creatively and proactively with Young people, staff and other participants to explore opportunities for the development of Amber; to take imaginative ideas and form them into practical projects, programmes and activities. Ability to communicate effectively with and build relationships with a wide range of people, both verbally and in writing. Ability to prioritise and manage workload effectively, to make sound decisions and solve problems within a known framework. A good understanding of the issues and barriers our client group has to overcome in order to progress

Desirable Skills/Knowledge

A wide variety of external interests. Excellent organisational skills. An understanding of The Social Benefits System Health and Safety/food hygiene or fire Qualification

Essential Personal Qualities

It is Amber’s responsibility for safeguarding and promoting the welfare of all children and young people in its care. All applicants will need to evidence their suitability to work with children and young people.

Ability to communicate effectively with a wide range of people, both verbally and in writing. Ability to prioritise and manage workload effectively, to make sound decisions and solve problems within a known framework. Approachable and patient character.

Benefits:

www.amberweb.org
The Amber Foundation, registered in England & Wales. Company number 03004111, Charity number 1051388.
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- 25 days annual leave plus bank holidays
- Casual dress
- Discounted or free food
- Free parking
- Health & wellbeing programme
- Life insurance
- Private medical insurance
- Sick pay

Schedule:

- Monday to Friday + 1 night shift a month

Experience:

- supervisory: 1 year (preferred)
- providing care: 1 year (preferred)

Licence/Certification:

- NVQ Level 2 Health & Social Care (preferred)
- Driving License (required)