

## Job Description

<b>Department:</b>	People and Communities
<b>Division/Section:</b>	Children's Services – The House Project
<b>Job Title:</b>	House Project Lead
<b>Post No:</b>	
<b>Grade:</b>	14
<b>Reports to:</b>	Head Corporate Parenting
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<p style="text-align: center;">Head of Corporate Parenting</p> <p style="text-align: center;"><b>Housing Project Lead</b></p> <p style="text-align: center;">House Project Facilitators x 2</p>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input type="checkbox"/>  No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 2 (2 x House Project Facilitators)</b> <b>No. of indirect reports: 1 (Business Support)</b>
<b>Size of budget:</b> (Per annum)	<b>£76k - budget holder</b>
<b>Job Purpose:</b>	<p>To lead and implement the development of a Local House Project and provide ongoing leadership, operational and strategic management once established and business as usual. The project will work intensively with approximately 10 children in care and care leavers at any one time, to enable them to develop their own House Project, prepare them for independence and support them to secure their own long-term tenancy and maintain an Employment, Education and Training pathway. Ongoing support will also be provided to young people who graduate from the House Project.</p> <p>To be the Ofsted Registered Manager for The House Project.</p>

	<p>To appoint and develop the team of staff who will work with young people in a cooperative and co-productive manner.</p> <p>To keep to the principles and objectives of the House Project Framework at all times.</p>
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### Main Duties and Responsibilities:

<ul style="list-style-type: none"> <li>• To ensure that The House Project provision meets with required inspection standards under OFSTED, and is delivered in accordance with all required regulations in addition to being compliant with any new policy and/or guidance which may come into force.</li> <li>• To be responsible for the management and operational delivery of The House Project and to oversee the implementation of standards as required by OFSTED.</li> <li>• To ensure positive outcomes are achieved through the delivery of high-quality support.</li> <li>• To work alongside the Head of Corporate Parenting and Director of Children's Social Care to review, monitor and plan services for young people, and to work on improvement plans and overall strategic direction.</li> <li>• To lead and effectively and robustly monitor all processes and practices assigned to this role within appropriate timescales.</li> <li>• To follow PCC HR processes in shortlisting, interviewing, recruiting and managing selection of appropriate staff.</li> <li>• Manage and supervise a team of staff, enabling them to work with young people to develop a Local House Project.</li> <li>• Ensure that appropriate professional standards and behaviours are observed throughout the staff team by ensuring policies, practices and procedures are adhered to and that professional / personal development takes place.</li> <li>• Build relationships with staff and young people that facilitate professional and personal development.</li> <li>• Involve young people in decision making at every level.</li> <li>• Create a culture of high expectation, high support and constructive challenge.</li> <li>• Manage risk and enable the team to work with young people in a safe way.</li> <li>• Create and maintain positive working relationships with partner agencies – particularly with social care and housing providers.</li> <li>• Ensure that social care staff are knowledgeable about the House Project, know how to refer young people and are confident to do so.</li> <li>• Market and promote The House Project both internally and externally.</li> <li>• Facilitate regular team supervision and case discussion with the psychologist supporting the project, including an initial formulation for every young person.</li> <li>• Identify and arrange meetings as required.</li> <li>• Ensure that information systems are developed and maintained to enable statistical analysis of the performances of the service.</li> <li>• Monitor and audit the quality of work and outcomes for young people ensuring that the needs of young people are at the centre of all practice and decision making.</li> </ul>
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<ul style="list-style-type: none"> <li>• Define and develop service policies, priorities and programmes which will impact positively on all care leavers.</li> <li>• Maintain and update content of the Website.</li> <li>• Engage and work with the National House Project, including attendance at Community of Practice meetings, consultations, training and conferences.</li> <li>• Engage and work with the psychologist supporting the project by attending formulation meetings and monthly consultations.</li> </ul>	
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: January  
2024**

**COMPLETED BY:** Andy Ruane

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## Person Specification

<b>Job title:</b>	House Project Lead	<b>Directorate:</b>	People and Communities
<b>Grade:</b>	14	<b>Service / Team:</b>	Children's Services – The House Project
<b>Date:</b>	January 2024	<b>Completed by:</b>	Andy Ruane

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Understanding of child development, the impact of trauma and experience of working with vulnerable young people.</li> <li>Specific knowledge of relevant legislation and regulations. e.g. safeguarding children and adults, looked after children and care leavers, housing)</li> <li>Practical knowledge and understanding of Ofsted Inspection standards and regulations</li> <li>Sound knowledge and understanding of operational management relevant within service provision</li> <li>Knowledge and understanding of good Customer Care. Business and HR</li> <li>Financial and budgetary responsibilities and procedures</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to form positive relationships with young people that facilitate personal development.</li> <li>Able to regulate high levels of emotion and tolerate the anxiety of others.</li> <li>Excellent problem solving and analytical skills with the ability to interpret complex information and plan accordingly.</li> <li>Commitment, patience, flexibility, the ability to</li> </ul>	

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	<p>remain calm and objective when under pressure, an ability to cope with traumatic situations and have a positive can do' attitude.</p> <ul style="list-style-type: none"> <li>• Self-motivating and proactive with a proven ability to use own initiative when making decisions and managing staff.</li> <li>• Ability to deal with a constantly evolving role.</li> <li>• Ability to meet Ofsted Registered Manager criteria.</li> <li>• The ability to demonstrate support for innovation with experience of implementing organisational change and helping others to successfully manage change.</li> <li>• The ability to take responsibility for their own and team members' performance, by setting clear goals and expectations, tracking progress , ensuring feedback, and addressing performance problems and issues promptly.</li> <li>• Willingness to learn and use new technology to improve working practices.</li> <li>• Proven ability to pro-actively promote and raise awareness of services.</li> <li>• Strong communication skills with the ability to express oneself clearly in conversations and interactions with others and in writing.</li> <li>• Ensure that information is passed on to others as appropriate.</li> <li>• The ability to develop, maintain, and strengthen partnerships with others inside or outside the project and to gain others' support for ideas, proposals and solutions.</li> <li>• Negotiating, persuasive and influencing skills</li> <li>• The ability to provide motivational support to staff and young people</li> <li>• The ability to demonstrate interest, skill, and success in getting groups to learn to work together.</li> <li>• The ability to delegate responsibility and to work with others and coach them to develop their capabilities.</li> </ul>	
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<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Post-qualifying practical experience in Social Work, Youth Work or associated field.</li> <li>• Extensive practical experience of working with children in a social care environment</li> <li>• Management experience within a social care environment, leading a team of staff with complex caseloads</li> <li>• Experience of responsibility for financial and budgetary responsibilities and procedures.</li> <li>• Experience of working with a wide range of other professionals to develop and deliver shared initiatives, influence change and achieve positive outcomes for young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Project management experience</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Professional qualification at Level 5 in a related field e.g. Youth Work; Social Work; Teaching qualification and current registration with the Health &amp; Care Professionals Council (HCPC), or equivalent professional body.</li> </ul> <p>Or</p> <p>A minimum of 5 years relevant vocational experience with strong evidence of exceptional and significant competencies in the relevant area through the involvement in progressively demanding roles and exceptional relevant continued professional development.</p>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to offer advice and practical support out of office hours to the House Project and come in out of hours when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Valid car driving licence.</li> <li>• Ability to work unsocial hours, including evenings or weekends on occasions.</li> </ul>
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]

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