

### Team lead Job description

Job title	Youth Enrichment Team Lead
Salary	£11 per hour
Responsible to	Director
Key Task	<ul style="list-style-type: none"> <li>• Create a safe and stable living environment for young people who are transitioning into semi independent</li> <li>• To reduce and eliminate potential harm and risk exposed to the young people</li> <li>• Assist in assessment of support needs and development of individual pathway plans</li> <li>• Ensure effective delivery of support programme targeted to the young people's needs are developed in consultation with the individual</li> <li>• Support young people to achieve the required points within their Outcome Stars</li> <li>• Signpost young people to the appropriate support services and support them within the navigation of their health and social needs</li> <li>• Deliver a cohesive support service which achieves positive outcomes for young people experiencing hardship</li> <li>• Establishing effective communication and positive relationship with young people and staff</li> <li>• Providing intensive, high level practical support in response to crisis/relapse situations</li> <li>• Supporting manager with service audits/reviews to ensure the service is meeting the needs of the young people</li> <li>• Contributing to quality assurance of the service and producing quarterly outcome reports</li> <li>• Shift leading</li> <li>• Recognising and reporting safeguarding concerns</li> <li>• Carrying out health and safety inspections and duties</li> <li>• Maintaining accurate records of relevant activities</li> <li>• Maintaining administrative records, timesheets, etc</li> <li>• Be the first point of contact for support workers</li> <li>• Lead on handovers</li> <li>• Lease directly with service manage</li> </ul>
Training and additional duties	To undertake appropriate training and to carry out additional functions consistent with the scope and purpose of the post as directed
General Technical Competencies	Familiar with regulatory and good practice standards for the role with an appropriate formal qualification such as NVQ level 3 or certificate To preferably have completed QCF (NVQ) Level 3 Children and Young People's Workforce (Residential Childcare) or be willing to undertake this

	Conduct themselves professionally by referring to New Era Residence police's, procedures, guidelines and best practice
Technical Competencies	<ul style="list-style-type: none"> <li>• Understand communication needs of the young people and use the appropriate tools and resources</li> <li>• Understand the challenges young people face within our current climate</li> <li>• Understand the use of the Pathways to Independent, Life skills and Outcome Stars</li> <li>• Understand the importance of planning, monitoring, reviewing, recording keeping and safeguarding</li> <li>• Understand the use of safeguarding procedures and Mental capacity Act guidance</li> <li>• Knowledge of young people's statutory, voluntary and community resources for Health, Education, Employment, Training and Leisure</li> <li>• Knowledge of self-directed support and related assessment and funding mechanism. Able to seek advice and encourage young people to take up appropriate sources of funding support</li> <li>• Understand and use the health and safety procedures for safe lone working, risk assessment and property inspection</li> <li>• Understand and use relevant record keeping software and resources to be able to produce accurate and timely information</li> </ul>
Person Specification	<p><b>Over the age of 25</b></p> <p><b>Essential Experience:</b>  1-year experience in support complex young people  1-year experience of managing staff and services</p> <p><b>Essential Knowledge:</b>  Safeguarding  Whistle blowing  Managing Challenging behaviours  Managing staff conflict</p> <p><b>Essential Skills:</b>  Able to communicate effectively  Able to offer advice and guidance  Able to provide practical support that meets the needs of the young people  Able to respond to a crisis whilst remaining calm  Able to work as an active member of a team  Able to report verbally and in writing</p> <p><b>Essential ability to learn:</b>  Able to develop knowledge and expertise to adapt within the sector</p>