



Proposed Job description for Area Manager

Job Title: Interim GM Mental Health Manager
Reporting to: Regional Director
Direct Reports: Mental Health Practitioners
Hours: Full Time
Salary: 40K
Location: As appropriate

Place2Be is the leading children's mental health charity providing in-school support and expert professional development to improve the emotional wellbeing of children and young people, families, teachers and school staff.

Place2Be provides children's mental health services in over 350 primary and secondary schools. In the last year we have supported a school community of over 350,000 children and young people.

Our teams provide a range of services in our partner schools to build resilience early in life through counselling, creative work and play and support a child's ability to engage in school life. Our work, focused on early intervention, is part of the 'comprehensive CAMHS system'.

Through our professional development programme, we are training c1200 Counsellors on Placement each year who build their mental health and counselling skills and experience through practice in our partner schools. We also provide a range of professional development programmes on mental health and wellbeing for school leaders, teachers and other professionals who work with children and young people, so we can help to build 'mentally healthy' schools and communities where all children can thrive and flourish.

We continue to pilot, trial and explore new ways in which we can develop our practice as well as share learning, expertise and findings from the robust evidence and evaluation we gather. HRH The Duchess of Cambridge is our Royal Patron and Place2Be is one of the founding charity partners of Heads Together. We also work collaboratively with a range of charities and expert organisations to leverage best-in-class knowledge and expertise to inform, develop and improve outcomes for the children, families and schools we support.

We ask our staff team to share our core values of perseverance, integrity, compassion and creativity, and to have the skills and patience to support some of the UK's most vulnerable children and families.

Overall Purpose:

As a key operational manager, you will lead and manage a team of school-based practitioners delivering mental health services in schools. You will have a key eye for service delivery; delivering on Place2Be's mission, values and business priorities. This role works across a geographical area reporting directly to a Regional Director.

Key Responsibilities:**1. Delivery of GM Mentally Healthy Schools mental health interventions in Primary Schools**

- Ensure high quality clinical practice and delivery of a full and effective service in all Place2Be schools
- Establish and maintain positive and active relationships with head teachers in these schools
- Actively engage with local specialist services including CAMHS to ensure effective working relationships allowing joined-up referral routes, in order to provide appropriate support for children, young people and their families.
- Ensure all MHP's are delivering to the GM model and in line with Place2Be policies and procedures
- Ongoing regular communication with the Clinical Supervisor for delivery of best in class service for both our GM schools and our workforce
- Effective management of all safeguarding issues and concerns in line with Place2Be's policy

2. Provide effective management for MHP's

- Undertake regular line management responsibilities of team members, reviewing on an ongoing basis delivery components in line with agreed outputs and KPIs, using relevant feedback provided by Clinical Supervisor
- Provide honest and constructive feedback and put in place strategies to address performance improvement where necessary
- Ensure all team members are meeting the competencies required for their role and as outlined in their Annual Performance Review as well as ongoing quality review of practice
- Role model a commitment to equal opportunities for both stakeholders and staff by ensuring diversity awareness is embedded in management of the team and school service
- Identify and agree with team members their management and clinical learning needs allowing for continued professional development

3. Promote use of clinical and management data to inform and improve service and practice

- Analyse and use service data from your team and schools to inform and improve your team's performance.
- Lead by example to build your team's skills and confidence in using outcomes data to inform continuous improvements of service user outcomes.
- Actively manage risks identified in your service area, maintaining risk reports to monitor and address area of concerns and mitigating factors.

4. Nurture and develop talent in your team

- Support people development; nurture skills and talent across your team to enable people to grow and develop
- Liaising with the centralized Learning Team and Regional Director to ensure a training plan (management and clinical) is in place to support individual and team development needs

5. Build and develop relationships with key external partners and stakeholders

- Supporting the Regional Director by developing/maintaining close working relationships with local commissioners including Clinical Commissioning Groups and Local Authorities

6. Safeguarding

- Hold overall accountability for Safeguarding in your area; ensuring all concerns are logged on our centralised systems, liaising with the Safeguarding team where necessary
- Ensure that Clinical Staff in the Team are recruited, trained and monitored in line with the organisation's quality standards for safeguarding.
- Ensure that the Policies and Procedures in respect of safeguarding are complied with and to contribute to any updating as required

FLEXIBILITY

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops. The post holder may be required to undertake other duties as may reasonably be required from time to time.



Person Specification

The person specification outlines the main criteria for the post and short listing will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using experience gained either in paid or voluntary work.

Criteria	Criteria E= Essential D= Desirable	Measured by A=Application I=interview
Qualifications		
Degree level or equivalent	E	A
Qualities		
Initiative, problem solving and openness to change	E	A/I
A collaborative team player, concerned with team success as well as individual performance	E	A/I
High level of self-motivation and ability to take operational decisions	E	A/I
Good listener who responds well to feedback	E	A/I
Constructive and energetic who brings positivity and enthusiasm	E	I
Experience		

Experience of managing medium/large teams which may be multidisciplinary in nature to deliver locality/service objectives	E	A/I
A track record of delivering results with quality outcomes, measured to key performance indicators	E	A/I
Experience managing and leading health / social care / education services in either the statutory or voluntary sector	E	A/I
Demonstratable experience in leading clinical services for children and young people	D	A/I
Experience of building and nurturing strong relationships both internally and externally	E	A/I
Experience of working with schools or within the educational sector	D	A/I
Knowledge and Skills		
Knowledge of relevant national policies, best practices, quality frameworks and local approaches to implementation within the specific area of mental health support for children and young people	E	A/I
Take the lead in planning and carrying out service developments and assessing and evaluating service delivery.	E	A/I
A sound understanding of quality assurance and effective performance monitoring	E	A/I
Numerate with an ability to understand, analyse and make effective use of data	E	A/I
Ability to multi-task, be flexible and show an ability to manage conflicting priorities	E	A/I
An appreciation for and commitment to improving children's mental health	E	A/I
An ability to motivate staff and to build and lead teams reflecting the organisation culture and values	E	A/I
Shows an ability to influence and shape the external environment in which Place2Be operates in order to achieve high quality mental health outcomes for children and young people	E	A/I
Child protection and safeguarding		
A clear understanding of Place2Be's child protection and safeguarding procedures and commitment to the safeguarding of children and vulnerable adults	E	A/I
Demonstrates an ability to manage and oversee all safeguarding and child protection cases within an area	E	A/I

Stakeholder Engagement and Communications:		
An ability to influence people at all levels, in a clear, persuasive and tactful way	E	A/I
Excellent written communication skills; providing reports containing sensitive information	E	A/I
An ability to present ideas to a wide audience, including to external parties	E	A/I
IT		
Excellent knowledge of general IT systems and MS Office applications (Word, PowerPoint, Excel)	E	A/I
Experience of using a CRM database and designing and producing reports	E	A/I

