# Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

| Post Details | |
|---|---|
| **Job Title** | Care Leaver Hub Deputy Manager |
| **Service** | Childrens Services |
| **Team** | Childrens Social Care – Care Leaver Hub |
| **Location** | Youth Centre<br>Hybrid |
| **Reports to** | Care Leaver Hub Manager |
| **Responsible for** | Social Workers – 1 FTE<br>Personal Advisors – 4 – 5 FTE (per deputy) |
| **Grade** | NRSG4 |
| **Contract Type** | Permanent |
| **Hours** | Full Time |

| Main Accountabilities | |
|---|---|
| **1.** | Lead and manage a Children's Services social work/ personal advisor team, ensuring high-quality, child-centred social work /practice aligned with statutory requirements, systemic theory, and the Family First agenda. |
| **2.** | Drive continuous improvement in safeguarding, care planning, and service delivery through effective leadership, supervision, and partnership working. |
| **3.** | Provide professional supervision and guidance to personal advisors & social workers, ensuring effective case management and decision-making. |
| **4.** | Monitor and assure quality of practice, ensuring compliance with legislation, policies, and procedures. |
| **5.** | Manage team performance, workload allocation, and staff development through coaching and training. |
| **6.** | Ensure robust safeguarding practices, timely interventions, and risk assessments to protect children and young people. |

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| **7.** | Collaborate with multi-agency partners to deliver integrated services and positive outcomes for children we care for, children seeking safety via asylum and Care Leavers. |
| **8.** | Contribute to service development initiatives, audits, and quality improvement plans. |
| **9.** | Promote an aspirational and ambitious service, which promotes the corporate parenting ethos for our children & young people. |
| **10.** | Also working in partnership with the Family First Pods to offer input and support for our 16+ children and young people supported elsewhere in the service. |
| **11.** | Ensure a focused service for our children seeking safety via asylum adhering to relevant legislation and statutory duties. |

| Person Specification | Essential | Desirable |
|---|---|---|
| **Education/Qualifications** | BA/MA/MSc in Social Work | Training in systemic theory |
| **Experience** | Substantial post-qualification experience in children's social work/safeguarding<br><br>Experience managing team performance | CPD qualification in Leadership & Management pathway<br>Experience managing budgets |
| **Skills/Knowledge** | In-depth knowledge of legislation, safeguarding practice, and relationship-based social care. | Experience of leading on social work improvement<br><br>Strategic planning and resource management |
| **Behaviours/Attributes** | Commitment to safeguarding, equality, diversity & inclusion, and Corporate Parenting principles. | |

| Purpose Details | |
|---|---|
| **Service Purpose** | Deliver high-quality, child-centred social work that safeguards children in our care, those seeking safety via asylum, and our care leavers; promoting positive outcomes through systemic and relational practice and supporting their transition to adulthood and independence. |

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| **Role Purpose** | To lead and manage a hub of consisting of personal advisors/ social workers, ensuring effective supervision, quality assurance, and partnership working to achieve safe, aspirational and sustainable outcomes for children and young people. |

| Supervision and Relationships | |
|---|---|
| **Supervision Received** | Reports to Care Leaver Hub Manager; receives service direction, case oversight, strategic direction and oversight. |
| **Supervision Given** | Direct line management of social care practitioners, and qualified social workers and Personal Advisors, provides professional supervision and performance management. |
| **Contacts** | Internal: Snr Managers, Care Leaver Hub Manager/ Family First Pod Managers, other pods, support services<br>External: Multi-agency partners (health, education, police, housing, adults social care), families, community organisations |

| Resources/Budget Management |
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| Responsible for managing staff, delegated budgets and mobilising resources to deliver specialised services effectively. |

| Special Requirements |
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| Enhanced DBS |

| Occupational Health Risk Assessment | Details |
|---|---|
| **Skin/Respiratory Sensitisers** | N |
| **Working at Height** | N |
| **Exposure to Noise (>80-85dB)** | N |
| **Confined Spaces** | N |
| **Frequent Display Screen Equipment Use** | Y |
| **Driving for Work** | Y |
| **Hand Arm Vibration** | N |
| **Lone Working** | N ? |

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|---|---|
| **Healthcare/Social Contact with Patients** | N |
| **Blood Borne Viruses Exposure** | N |
| **Food Handling** | Y |
| **Working with Animals** | N |
| **Specialised Medical Screening** | N |
| **Night Working** | N |
| **Safety Critical Work** | N |

| Nature of the Role | Details |
|---|---|
| **Healthcare or Hospital Work** | N |
| **Working with Children (under 18)** | Y |
| **Working with Elderly/Vulnerable Adults** | Y |
| **Work Environment Details** | Hybrid Home/Youth Centre / Shute End |

| Role Involvement | Details |
|---|---|
| **Working with Children** | Y |
| **Working with Vulnerable Adults** | Y |
| **Both of the Above** | Y |
| **Providing Care/Supervision for Children** | N Yes during events? |
| **Providing Care/Supervision for Vulnerable Adults** | N Yes during events? |
| **Both of the Above** | N |
| **None of the Above** | N |

| Disclosure and Barring Service (DBS) | Details |
|---|---|
| **DBS Requirement** | Enhanced |
| **Eligibility Tool** | Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK) |

## Re-checks

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| Enhanced DBS – every 3 years |

| Evaluation Declaration | |
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| **Date of Evaluation:** | January 2026 |
| **Evaluated by:** | HR Team |