

## Job Description

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| <b>Job Title:</b>  | <b>Manager - Enable and Succeed</b>   |
| <b>Reports to:</b> | <b>Programme Manager</b>  |
| <b>Location:</b>   | <b>Hybrid working, mix of home based, office based, and community based. Our locations included (Havering, Harrow, Brent, Bexley, Hackney, outreach, and satellite community sites)</b> |

### Purpose

To oversee the delivery of the enable and succeed aspect of the Greater London Authority (GLA) European Structural and Investment Fund (ESIF) funded 'Spark Change Programme' across the London Boroughs of Bexley, Brent, Hackney, Harrow, and Havering. The Manager for the Enable and Succeed workstream will provide leadership, line management and supervision to the Enable and Succeed team and will help to mobilise activity and work closely with the management team to ensure sufficient resource is in place to deliver an effective service. The Manager will ensure that quality and assurance processes are in place and followed.

### Main Duties and Responsibilities

This is a general description. The emphasis on duties may vary depending on the work location training, experience, and support.

- Work with key Shaw Trust colleagues to mobilise the 'enable and succeed' workstream of the Spark Change Programme
- Work closely with the Spark Change management team to ensure sufficient Job Coaches, Business Role Models, Community Role Models and Cognitive Behavioural Mentors are in place to an agreed timeline to meet the requirements of individuals' customer journeys
- To recruit a network of small business Role Models
- To oversee the procurement of short-term work placements.
- Set up a blended enable and succeed offer is in place to ensure accessibility for all participants e.g., online coaching
- Act as an ambassador for Spark Change with stakeholders across the five participating LA's, identify opportunities for collaboration, not duplication to secure better outcomes for young people.
- Ensure the enable and succeed strand of Spark Change is subject to a rigorous quality assurance process.

- Support the Spark Change Programme Manager by leading on the development and monitoring of the enable and succeed aspect of the programme.
- Work closely with other GLA ESIF Inclusive Labour Market funded projects to share best practice
- Ensure sufficient Job Coaches, Cognitive Behavioural Coaches, Business Role Models and Community Role Models are recruited, trained and their practice quality assured throughout the lifetime of Spark Change
- Provide line management and supervision to the Spark Changemaker Enable and Succeed team.
- Set up effective performance management systems to ensure the Spark Change Enable and Succeed team meet Service KPI's related to progression and sustainment in learning and work.

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality, and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

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| <b>Person Specification</b><br><b>Job Title:</b><br>(E=Essential D=Desirable)  |
| <b>SKILLS AND CORE COMPETENCIES</b>  |
| <b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"> <li>Degree or Equivalent (D)</li> </ul> <p>One of the following qualifications (E)</p> <ul style="list-style-type: none"> <li>L4 in Guidance or Advice and Guidance*</li> <li>L4 Employability qualification</li> <li>L4 equivalent qualification relating to working with young people and supporting them to progress (life coach, mentor, Youth worker etc)</li> </ul> <p><i>*(L6 in Guidance or Advice and Guidance required if working on contracts commissioned by school)</i></p> <p>And:</p> <ul style="list-style-type: none"> <li>Prepared to undertake and meets the requirements for any additional qualifications</li> </ul>   |
| <b>Experience of (all [E] unless indicated)</b> <ul style="list-style-type: none"> <li>Experience of managing same or similar programmes</li> <li>Experience, understanding and empathy with the lives of young people</li> <li>Proven track record of running successful payment by results programmes</li> <li>Experience of monitoring budgets</li> </ul>   |
| <b>Skills and Attributes (all [E] unless indicated)</b> <ul style="list-style-type: none"> <li>Organises work targets and manage conflicting pressures and deadlines</li> <li>Ability to use ICT (minimum requirement is an ability to use word and PowerPoint and able to follow instructions for the inputting and retrieval of information from a database)</li> <li>Able to work flexibly including some evenings and Saturdays</li> <li>Takes responsibility for planning work and delivering team targets</li> <li>Demonstrate an understanding of the barriers facing people from vulnerable groups and a commitment to actively promoting and helping young people to progress (D)</li> <li>Strong planning, project management and organisational skills</li> <li>Commitment to blended delivery</li> <li>Ability to thrive under pressure</li> </ul> |

**Personal qualities, communicating and relating to others** (all [E] unless indicated)

- Ability to work under pressure and meet contract KPIs
- Communicates well with individuals and groups using a variety of media (D)
- Demonstrate an understanding and active commitment to equality and diversity
- Commitment to continuous professional development
- Effective manager who brings the best out in those they are responsible for
- Ability to engage with young people and work collaboratively with them to design effective coaching and mentoring support
- Commitment to a strength rather than a deficit-based model
- Proven ability to work with key stakeholders to ensure high performing, smooth running projects that complement and add value to existing provision
- Ability to build effective relationships with colleagues and external partners to create effective provision

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults
- This post requires a Disclosure and Barring Service Check at an enhanced level

**Other**

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity