



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Job Pack **Team Manager (Community Partnerships)**

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of an equal platform for all applications CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **6th February at 11.59pm** and interviews will be held on **27th February**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Beth Shedden** - beth.s@otrbristol.org.uk

Role Summary

Job Title	Team Manager (Community Partnerships)
Salary	OTR Band C Starting salary £30,068 (pro rata)
Hours	22.5 hours per week
Contract	Permanent
Leave	Flexible - our basic entitlement is 38 days (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
Pension	With The People's Pension - 3% employer contribution on qualifying earnings
Location	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH and in locations across Bristol and South Glos.
Accountable to	Director of Operations
Job Purpose	<ul style="list-style-type: none">• To lead on management and development of Community Partnership Team projects - Art Works, Sports Works and Nature Works.• To work with partners, other providers and external stakeholders to manage existing relationships and create new strategic and operational opportunities with communities, agencies and individuals.• To develop ways of working with young people that typically face barriers to accessing mental health support.• To ensure programmes are delivered in a highly participatory way that focuses on the needs of young people and amplifies their voices to influence the design and development of the service.• To lead on developing new and innovative ways of working with young people in community spaces.• To develop and advocate for the importance of building networks of support for young people within their communities to benefit their mental health.

	<ul style="list-style-type: none"> To promote and develop the Community Partnerships offer across OTR, supporting young people to improve their wellbeing and social and community connections through creative, sport and outdoor based projects and activities.
Key Relationships	<ul style="list-style-type: none"> Operations Director Community Partnerships Team staff & volunteers Team Managers Local young people's organisations OTR staff and volunteers.

Role Description

Management	<ul style="list-style-type: none"> To lead on management and development of Community Partnership Team projects - Inspiration Works, Sports Works and Nature Works. To provide day-to-day operational and line management to staff members and volunteers as appropriate, managing individual and group performance and activity. To forge and develop partnerships with relevant partners, communities, providers and individuals across the local area. To engage a diverse range of young people from across Bristol and South Gloucestershire including a high proportion of young people that typically face barriers to accessing mental health support, and those disproportionately at risk of poor mental health. To work with the Marketing, Communications & Digital Manager on the branding of Community Partnership projects and promote the work across Bristol and South Gloucestershire. To develop and maintain positive relationships with relevant external agencies and individuals. To manage OTR's relationship to local universities providing social work trainees for placement opportunities within OTR.
Supervision	<ul style="list-style-type: none"> To provide high quality supervision for staff and volunteers in both group and 1:1 contexts. To attend monthly supervision with the Operations Director as agreed.
Risk and Safety	<ul style="list-style-type: none"> To proactively implement OTR's risk and safety policy, supporting practitioners to approach risk thoughtfully and positively. To proactively implement and operationalise OTR's safeguarding policies and procedures. To lead on safeguarding for all relevant project staff, ensuring at-risk children and young people are flagged and supported consistent with local protocols and internal policies and procedures. To oversee, support and be responsible for any onward referral of OTR clients to statutory services where appropriate. Maintain up-to-date local knowledge in relation to local safeguarding protocols and internal policies and procedures. To report all critical incidents to the Director of Operations.
Monitoring	<ul style="list-style-type: none"> To ensure all service activity is monitored accurately and thoroughly on IAPTus and any other internal mechanisms, consistent with the contracted Key Performance Indicators (KPIs). To ensure contemporaneous and accurate record keeping of all clients on IAPTus, particularly those flagged as at-risk. To ensure the service delivers against contracted outputs and outcomes. To provide accurate and up to date reports as required.

General	<ul style="list-style-type: none"> • To ensure all paper and electronic personal records are managed and stored safely at all times. • To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.
----------------	--

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Demonstrable and relevant education and learning in line with the requirements outlined within the role. • Evidence of ongoing professional development. 	<ul style="list-style-type: none"> • A recognised degree in youth and/or community work/development, social work, sociology, or related discipline. • A recognised qualification in clinical supervision.
Experience	<ul style="list-style-type: none"> • Demonstrable experience working with young people with complex needs. • Experience supervising practitioners working with young people. • Experience managing people. • Experience of managing safeguarding, confidentiality and risk. • Experience of multi-agency working and a clear commitment to partnerships. 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector. • Experience of clinical/safeguarding audit. • Experience with IAPTUS electronic case management software. • Experience delivering training.
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of safeguarding best practice. • Good working knowledge of local services for young people, safeguarding and health care pathways. • An excellent understanding of anti-oppressive practice and equalities issues. 	<ul style="list-style-type: none"> • A working knowledge of young people's mental health and wellbeing and the surrounding policy context. • Good working knowledge of social work training and occupational standards. • Excellent knowledge of social care systems, protocols and practice cultures.
Skills & Abilities	<ul style="list-style-type: none"> • Excellent management skills with the ability to lead a diverse team with a range of needs and skills. • Excellent and demonstrable project management skills with the ability to deliver contracted outcomes on time and to budget. • Ability to manage and maintain excellent working relationships with partnership organisations. • Excellent organisational skills and the ability to prioritise and manage a demanding workload. • Ability to engage critically with the work and the field of mental health. • The ability to negotiate and apply ethics in practice. • Strong IT skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Collaborative and diplomatic. • Supportive and encouraging. 	

- A demonstrable commitment to personal growth and development.
- Resilient; able to model good self care.
- Values-led, with a personal commitment to equality, diversity, social justice and change.
- A strong personal interest in and commitment to the mental health and wellbeing of children and young people.

About us

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none"> - We believe that our offer should be inclusive of all cultures and identities - We believe that young people have unique strengths, interests and circumstances - We believe that the world around us impacts our wellbeing - We believe in placing young people at the heart of our work - We believe in innovating and evolving to improve our offer for young people - We believe that relationships are what make the difference - We believe in the power of partnerships 	<ul style="list-style-type: none"> - Collaboration - Diversity - Learning - Sharing - Participation - Self-efficacy - Self-care - Transparency - Agency - Creativity - Social Action - Pragmatism 	<ul style="list-style-type: none"> - We're accommodating - We're integrated - We're thoughtful - We're supportive - We're open - We're resourceful - We're resilient - We're communicative - We're independent - We're imaginative - We're motivated - We're adaptable