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**Job Description**

**Job Title:** Assistant Regional Manager  **Reporting To:** Registered Manager

**Location**: Office Based  **Salary Range:** £DOE

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**Role Purpose:**

We have an existing opportunity for an Assistant Regional Manager to support with the day to day operational management and running of a designated branch within the Region, whilst holding a small case load and assisting with developing the growth of the region. Through training, coaching and modelling, along side the Registered Manager, the Assistant Regional Manager will help to further promote and embed our fostering practices.

The successful candidate will ideally be an experienced social work practitioner who will play a pivotal role in supporting families in the interim and hold experience of developing and growing the region. Experience of supervising social workers and staff to develop both social work capabilities and individual development.

You will need to demonstrate the skill and ability to contribute towards improved outcomes for children and young people.

**About By the Bridge:**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families.

We aim to create an environment where all people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is an organisation, which thrives on the diversity of its staff, families and children, to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

**Responsibilities:**

* To deputise in for the Registered/Regional Manager.
* To provide supervision to a small staff team in line with the growth of the region.
* To monitor safeguarding incidents, ensuring that these are updated regularly and that records accurately reflect the most up to date status.
* To prepare, submit and update Schedule 7 Ofsted Notifications.
* Work collaboratively with both internal and external key stakeholders to ensure effective running of our foster care services.
* Attend and support with weekly and monthly team and management meetings.
* Assist with providing information and data for management reports and safeguarding reports.
* To assist with the monitoring and managing of the branch expenditure versus budget.
* To be responsible for supervising and supporting a small complex caseload for foster parents and promoting the rights and safety of children.
* To ensure children’s wishes are sought regularly and acted upon by themselves and the foster parent.
* To ensure that By the Bridge with Cambian are meeting the expected indicators set out in the Fostering Regulations and National Minimum Standards with regards to the child’s health, and well-being, promoting social and emotional development, as well as providing support to manage their responses.
* To provide Supervising Social Worker duties for a small case of families.
* Work as part of a multi-disciplinary professional team around the child, this will include – attending meetings, completing reports and preparing assessments.
* To facilitate monthly support groups for fostering families.
* Promote and provide critical reflection, challenge and evidence-informed decision-making in complex situations.
* To undertake and produce high-quality assessments and reports, for a specific caseload.
* To work in line with our policies and procedures, adhering to reporting and recording requirements.
* Participate in projects, groups and social work practice in the region.
* Chair meetings as required to include, but not exclusively; stability, team and complex review meetings.
* Maintain professional registration with regulatory social work body and ensure that you take personal responsibility for your own professional development.
* Respond to learning needs that emerge from audit, analysis and safeguarding board and serious case reviews locally and nationally.
* To promote and take part in developing the body of social work knowledge and research within and outside of the organisation, working in partnership to ensure that developments reflect the needs of front-line practice within the region.
* Attend and support with weekly and monthly team and management meetings.
* Assist with providing information and data for management reports, tenders and presentation.
* To assist with the monitoring and managing of the branch expenditure versus budget.
* Regional travel will be required. Attendance at the Registered office and national travel on occasion.

**General Responsibilities:**

* To work in accordance with By the Bridge with Cambian policies and procedures.
* To contribute to the culture of By the Bridge with Cambian.
* To uphold and embody our values at all times, ensuring the protection of children is paramount
* To adhere to responsibilities under data protection, health and safety legislation and policies.
* To demonstrate a positive commitment to equalities and diversity.
* To undertake such other duties as may be reasonably expected or commensurate with your role.

**Person Specification:**

* Qualified and registered Social Worker
* Knowledge and awareness of Ofsted regulations and safeguarding
* Experience of working in fostering or therapeutic childcare environment
* Ability to demonstrate confident and defendable decision making in arbitrating in complex ethical situations.
* Excellent communication skills (verbal and written)
* Flexible, with the ability to manage changing priorities.
* Organise and able to multi-task and meet deadlines.
* Supervisory and line management of staff (advantageous)
* Emotionally intelligent and good intuition
* Self motivated and works with a professional and positive demeanour
* Ability to organise and prioritise work, efficiently and effectively
* IT literate (specifically Word, Excel, Outlook)
* Database systems experience – advantageous

**Please note:** office based role in Thames Valley office

**Safeguarding Children:**

Safeguarding Children is central to all that By the Bridge with Cambian does. The Assistant Regional Manager role means that the Assistant Regional Manager is in a prime position to notice any actual or potential safeguarding concerns and must follow the By the Bridge with Cambian’s reporting procedure if they have any cause to be worried about a child’s well-being. The Assistant Regional Manager will be required to undertake mandatory online and taught safeguarding training within their induction period.

By the Bridge Ltd may vary your job description from time to time to reflect any development of your role necessary in consequence of regulatory change or operational needs.