

# Portfolio Lead

<b>Service:</b>	Children's Services	<b>Grade:</b>	3B	<b>Salary:</b>	£28,226 – 30,984 plus 2 increments for evening and weekend working
<b>Reporting to:</b>	Deputy Manager	<b>Location:</b>	Route29 (formerly No Wrong Door)	<b>Hours:</b>	36

## About the role

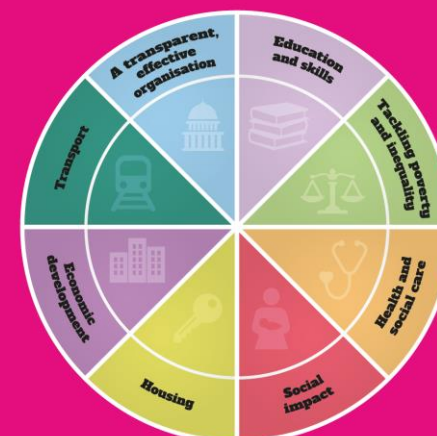
- As a Portfolio Lead you will value and actively contribute to the vision of the Route29 (formerly No Wrong Door Service).
- The role will have a designated portfolio lead, and these will be rotated periodically to ensure role development. Acting as a 'champion' to drive forward good practice and share your expertise with others across the team.
- You will oversee young people's files and drive the action planning, interventions and case progress for young people (including placement plans, risk assessments, and impact risk assessments) through effective communication with the Residential / Edge of Care Workers and other professionals working together to improve outcomes for young people.
- You will promote, participate in and lead meetings as directed, such as strategy meetings, education and missing from home.
- You will support the effective induction of new and sessional staff and help develop and promote a learning culture within the organisation.
- You will supervise staff as required and provide cover for the Deputy Manager as required.
- You will demonstrate a commitment to the Route29 (No Wrong Door) way of working, helping to ensure that services are responsive to the needs of service users and their families / carers.
- You will work effectively as part of a wider multiagency team to ensure that the needs of children and young people are met .
- You will be directly involved in the care and development of young people, making sure that they have appropriate plans in place, they know their options and their views are listened to.
- You will support young people in all areas of their lives including physical, emotional health, forming relationships, developing life skills, keeping safe, education/ training / employment and accessing appropriate housing.
- You will act as a key worker for young people, advocating for them in a professional manner where required.
- You will take a positive interest in the young person's development, maintaining contact with the family/ carers, and any other professionals, including attending meetings and reviews and providing reports and information as necessary.
- You will maintain effective recording systems ensuring all records pertaining to the young person are up to date and accurate, to comply with regulations and Ofsted requirements and the organizations policies and practices.
- You will demonstrate an awareness and knowledge of child protection and safeguarding procedures and participate in assessing risks, managing risk appropriately through a risk managed (not risk averse) approach.
- You will be flexible, working on a rota system, including sleep in duties, evenings and weekends shift work, as required to meet the needs of the service
- You will work on your own initiative, often in an outreach setting, and will be able to demonstrate resilience, and a solution focused approach to issues that arise, working with young people and their families / carers in order to help them rebuild relationships, increase their achievements, reduce their risks and build on their strengths.
- You will develop and maintain positive working relationships with colleagues and other professionals, young people and their families / carers, communicating well at all levels, showing consideration, concern and respect for other people's feelings, opinions and differing needs and viewpoints.
- You will understand the impact of trauma, neglect and early adversity on adolescents.
- You will establish and maintain personal and professional boundaries.

## Our priorities

### Creating a better and fairer Salford with the Great Eight

We all have a vital role to play in providing a range of services across Salford. We want to make a real difference to the lives of Salford people. Our vision is to create a better and fairer Salford and provide the best possible quality of life for the people of the city.

[yourzone.salford.gov.uk/thegreateight](http://yourzone.salford.gov.uk/thegreateight)



## Key outcomes

- Children and young people within the Route29 (formerly No Wrong Door) Service will be fully engaged, motivated and committed to their individual Intervention and care plans.
- You will encourage and support young people to make steady progress and achieve their full potential, by giving them the skills to meet their own individual needs, in a safe, warm and welcoming environment, in which diversity & equality underpins the opportunities offered to all the young people.
- You will proactively support young people to return to their families or remain with their families where appropriate.
- You will undertake planning, preparation and support for young people to achieve more independent living;
- To improve the outcomes for all young people in Route29(No Wrong Door), by enabling them to have a right to have an active say in decision making, including and valuing the contributions of families and carers.
- You will offer advice, support and guidance to adults, carers, families and children in need. Working as part of a multi agency team you will display a genuine commitment to the needs and welfare of vulnerable children and adults to ensure the best outcomes for them.
- You will ensure that the safety and welfare of children, young people and vulnerable adults that you come into contact with during the course of your professional duties is paramount at all times, responding appropriately to signs of harm, abuse and neglect and managing risk appropriately.
- You will support, encourage and motivate young people ensuring that every young person becomes a confident, resilient adult by focusing on building strong relationships, developing resilience, learning life skills and exploring opportunities to help them achieve their goals, in order that they lead more fulfilling lives and contribute positively to their communities.
- You will oversee young peoples files to ensure that progress is maintained and actions are undertaken in a timely manner.
- You will share expertise as the Portfolio lead within the Route29's "core offer" to improve the outcomes for young people. The Portfolio Lead areas are:
  - High risk behaviours and risk management
  - Rebuilding relationships
  - Accommodation and life stage transitions
  - Education and training
  - Resilience, self-esteem and activities
  - Emotional and physical health and wellbeing
  - Residential

## What we need from you

- You will model and demonstrate our values and behaviours.
- You will have previous relevant experience of working with young people and families.
- **Minimum Level 3 Diploma in Caring** for young people and children or equivalent qualification or willingness to work towards obtaining relevant qualification.
- You will be required to undertake and successfully complete relevant training programmes as required by governing regulations, guidance and the City Council policies and procedures.
- Enhanced DBS clearance
- Commitment to the Route29 (No Wrong Door) Multi- agency approach, proactively supporting young people and their families / carers to ensure the best outcomes for them.
- Ability to supervise and support staff as directed.
- To take a lead role in a specific area and “champion” this with staff and professionals, sharing your knowledge and expertise.
- Willingness to flexibly work outside of standard office hours as required by the needs of the service
- To sleep in as and when required.
- You will be a good listener, have patience, understanding, humour and passion to “stick” with and support the young people within the Route29 (No Wrong Door) service.
- You will support the young people to manage their own behaviour both individually and in a group setting by the use of positive professional relationships, seeking at all times to deescalate possible confrontational situations. Carrying out restraint when required in line with Children’s Home Regulations.
- You will promote good emotional and physical health, working in partnership with other agencies to best meet individual’s needs.
- As required, to undertake medication training and be competent in administering medication to young people including controlled drugs where prescribed. Ensuring that procedures for the administration of medication are followed and appropriately recorded.
- To be prepared to move to other homes within the service to ensure a balance of expertise amongst staff teams.
- To work in accordance with the Children’s Homes Regulations, other statutory guidance, and co-operate with any inspection process.
- To undertake financial and budget management as directed and be accountable for monies allocated as required in accordance with Salford City Council’s and the Route29 policies and procedures.
- Demonstrate a willingness to engage in reflective practice and commit to ongoing personal & professional development.
- To be a positive role model to assist young people in the development and
- Complete reports for and participate in statutory reviews and meetings concerning the young people where required
- To write and implement comprehensive behaviour management, risk management and placement plans, following advice when required from specialised services, and make professional judgements based on the young person’s developmental stage and risk.
- You will be able to demonstrate awareness of relevant legislation and implement / adhere to it as appropriate.
- Demonstrate knowledge of Trauma Informed Approach and Restorative Practice.
- Detailed knowledge of National Minimum Standards, Children’s Home Regulations and Safeguarding Frameworks.
- You will need to demonstrate problem solving skills and the ability to find innovative solutions
- Ability to communicate equally, appropriately and effectively with the widest range of individuals and groups across all sectors and levels of society.
- You will have a good level of competency in basic computer skills including the use of Word, databases, the internet and email having regard to the GDPR and associated policies.
- You will ensure that all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- You will carry out your duties to the highest standard, with full regard to the City Council’s and service’s Policies, procedures, protocols and Code of Conduct.
- You will actively promote equality by identifying potential for discrimination and challenging inequality in all circumstances. Through personal example, open commitment and clear action, you will ensure diversity is positively valued.
- You will regularly reflect on practice (both your own and general operating practices) and take full advantage of professional supervision and appraisals.

The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed.

NB: The aim of the role profile is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review (in consultation with the postholder where appropriate) to reflect the changing work requirements.

## Application Guidance

We are a values based organisation so reflecting our values or a values based approach in your evidence will support your application.

The 'Key outcomes', 'What we need from you' and 'our leadership behaviours' sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don't give up if you are not able to reflect all of these in your application.

**Please note if you do not have a minimum Level 3 Diploma in Residential Childcare or equivalent qualification, in accordance with Children's Homes regulations employees must complete the qualification and will have two years from commencing the role to complete the qualification.**

## Our values

**Salford City Council**

# Our values

### Pride

I'm proud of and committed to our city, its people, our work, and I demonstrate the 'Spirit of Salford' in everything I do.

### Passion

I am optimistic and ambitious for the city and its people, being creative and positive about change and making the most of opportunities.

### People

I respect and care for others, treating everyone fairly, listening and acting on the things people say.

### Personal responsibility

I am honest, taking responsibility and ownership for my actions and decisions and using resources that I am trusted with wisely.

[intranet.salford.gov.uk/ourvalues](http://intranet.salford.gov.uk/ourvalues)

**Spirit of Salford**