

**Job Description**  
**Managerial**  
**Community Outreach Assistant Manager**  
**(Grade 8)**

<b>Service:</b>	Fostering, Adoption, Residential & YOT (FARY)	<b>Team:</b>	Community Outreach Service
<b>Location:</b>	Across Lancashire		
<b>Salary range:</b>		<b>Grade:</b>	8
<b>Reports to:</b>	Community Outreach Manager	<b>Staff responsible for:</b>	Yes

**Job Purpose**

Role holders at this level will be expected to manage the human and financial resources allocated to them. They must be able to use judgement to deal with daily unforeseen problems with limited guidance, within established procedures. Roles at this level are typically the first level of professional line management in the Council. They will generally have freedom to make practical and operational decision-making within closely defined policies and procedural guidance.

To promote the Directorate Values and Principals as set out in the Directorate's Statement of Principles.

To assist the Community Outreach Service Manager with the management of the service, in accordance with the service level agreement, and in pursuing the objectives of the Directorate in providing an appropriate environment for young people, which meets their needs.

To assist the Community Outreach Service Manager in ensuring that the service operates in accordance with all legislation as appropriate.

To assist the Community Outreach Service Manager in ensuring that the service and staff operate in accordance with the Children act 1989, the Leaving Care Act 2000, NMCS, Equality Act 2010 and any other legislation, policy and procedures as appropriate.

To provide strong effective leadership to outreach practitioners, particularly concerning rota management and the management of behaviour and challenging situations.

The post holder will be a point of contact for other professionals and agencies and undertake a consultative role in line with the service level agreement of the Community Outreach Service.

The post holder will be responsible for a specific district/ area which will be allocated its own performance targets in which the post holder will be responsible for assisting the Directorate to achieve.

To support the Community Outreach Service Manager with the performance management agenda contributing to annual Team Plans and updates as appropriate, and assisting the Directorate in achieving its performance targets.

To be responsible for the direct management of the Community Outreach Service in the absence of the manager, to supervise outreach practitioners, and to ensure that the County Councils equal opportunities policy and all health and safety procedures are followed.

To assist the Community Outreach Service Manager in contributing to the development and progression of the service.

To assist with the day-to-day management of the allocated budget and to manage within agreed resources.

- To promote an environment that takes account of a multi-cultural society.
- To work with other professionals both within the Directorate and in other agencies to secure the best outcomes for young people and their families.
- To promote the educational attainment of young people
- To contribute to the recruitment and selection of staff team members in line with the County Council and Directorate policies and procedures.
- To contribute to staff team member's development and training including support to staff undertaking QCF programs or further study.
- To assist the Community Outreach Service Manager to facilitate regular meetings.
- To promote young people's rights and to ensure young people have access to all information regarding their rights.
- To instill, promote and maintain a health and safety environment for all levels of staff team members and service users, in keeping with your level of responsibility and accountability as defined under Health and Safety at Work Act 1974, The Management at Work Regulations 1992, the County Councils Safety Policy, and the Social Service Directives Health and Safety Policy.
- To be part of the Management Team of the Community Outreach service.
- To contribute to the assessment and planning with young people and their families, particularly Risk Management Plans.
- To maintain confidentiality and to work in a professional manner.
- To undertake formal supervision and to promote development pathways with staff team members.
- To produce, co-ordinate and edit reports and correspondence as appropriate.
- To act as a nominated officer for various certification purposes (e.g. Health and Wellbeing or Team Teach).
- To assist Outreach practitioners in supporting young people to deal with behavioral difficulties or particular vulnerabilities and to facilitate positive relationships with parents, family members or carers.
- To assist in meeting the training needs of Outreach practitioners. To attend and participate in team meetings.
- To contribute to the continued and ongoing development and progression of the Community Outreach Service and its contribution to the strengthening families agenda.

## Our Values

### We expect all our employees to demonstrate and promote our values:

- **Supportive**  
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

**Lancashire County Council  
Person Specification (Grade 8 – Managerial)**

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
<b>Qualifications:</b>		
GCSE or equivalent plus significant experience of working in a similar role	E	A
OR		
Part-professional qualification	E	A
OR		
Specialised skills acquired through significant on the job experience.	E	A
<b>Experience:</b>		
Experience of supervising staff, including ability to delegate and track performance.	E	A/I
Experience of managing budgets and resources.	E	A/I
<b>Knowledge and Skills:</b>		
Comprehensive understanding of the work practices, processes and procedures relevant to the role.	E	A/I
Empathy and sensitivity to the needs of staff.	E	A/I
Good written and verbal communication skills.	E	A/I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I