

Step Out Project Manager Job Description

Job title:	Step Out Project Manager (Specialist Child Exploitation Project)
Responsible to:	Charity Director
Working directly with:	Step Out Team Doorstep Universal Services Manager Doorstep Family Support Team Youth Justice and Exploitation Service Oxfordshire Children’s Social Care Sexual Violence and Exploitation Network Partner services in the City and County
Line manager to:	Step Out Project Workers.
Responsible for:	Volunteers, Placement Students and Sessional Staff when work is linked with this project
Hours of Work:	28 hours per week, including some evening and weekend work. This is a fixed term contract until September 2022.
Location:	Based at Donnington Doorstep – work is focussed across the County as well as some travel across the UK.
Salary and benefits:	£27,012 to £30,127 p.a pro rata Holiday entitlement of 6 weeks inclusive of statutory bank holidays. Access to pension scheme Candidates must be eligible to work in the UK.

Staff have an individual responsibility to safeguard & promote the welfare of all children; to be an advocate for children’s right to play, to be listened to & to be safe.

Step Out is a project working with young people at risk of, experiencing or survivors of child exploitation in Oxfordshire

Outline of post:

This is an exciting post with responsibility for the management of Donnington Doorstep’s Step Out project.

The project provides:

- Outreach and one-to-one support to children and young people up to age 25
- Support for parents, carers, family members and community guardians
- Preventative work, including peer support, group work and bespoke projects
- Coordination and facilitation of information sharing, networking and multi- agency working
- Providing support, resources and training for professionals
- Research and development of models of good practice, disseminating best practice

Main purpose of job:

You will lead and develop the Step Out project in our work towards eradicating Child Sexual Exploitation (CE).

As Step Out Manager you will continue to ensure Step Out's position as a lead Third Sector CE agency delivering effective services for children and young people; supporting parents and professionals and contributing to the strategic development of CE good practice at all levels

Main Responsibilities

- To provide leadership and operational and financial management of the project.
- To monitor, review and report on performance and quality of service delivery.
- To recommend and implement change which improves the service, leading on to development of models of good practice to be communicated at a local and national level.
- To actively strengthen the project's profile by taking a lead in the active engagement of partner organisations and the community.

Specific Duties

1. Project Development

- To lead the development of the Step Out Project in consultation with the Doorstep Director and Management Board.
- To keep up to date with current local, national and international debates and practice around CE.
- To act as the main project contact with funders and to ensure all reporting and monitoring deadlines are met.
- To develop new policies and procedures for the project and ensure that these are understood and implemented by all staff associated with the project.
- To assist in securing funding for the project.
- Ensure that Step Out services are delivered in partnership with statutory support, attending relevant forums and meetings as appropriate.
- Ensure that Step Out services are delivered, as appropriate, in partnership with Third Sector providers, promoting collaboration.
- To liaise with appropriate professionals and organisations and work collaboratively to establish a network of support for the client group.

2. Management and delivery of direct client and preventative work

- To oversee all the direct client work of the project

- To oversee and write risk assessments, maintain accurate records and statistics and prepare reports.
- To provide one to one casework management and supervision for all Step Out Practitioners ensuring that accurate records are kept and good practice followed.
- To hold a small caseload as required.
- Respond appropriately and effectively to any child protection/safeguarding concerns as and when they arise.
- To participate in EHA, TAF, CIN and Child Protection, LAC and other formal support processes for clients taking a Lead professional role when required.
- To develop and deliver preventative programmes for young people in partnership with other agencies.
- To develop and deliver CE training on behalf of the OSCB and provide bespoke training for partner agencies as requested

5. General tasks and responsibilities of all Doorstep staff

- Be familiar with and apply Doorstep's Health and Safety, Fire and First Aid procedures at all times within your work and to attend training in these areas as required.
- Contribute to the accountability of the centre through assisting in the maintenance of agreed records including statistics, registers, risk assessment records, contracts, evaluations, accident books, financial transactions etc.
- To be proactive in ensuring that Doorstep's Equal Opportunities policy is applied to all aspects of the work.
- To be aware of and follow Doorstep Safeguarding Children procedures and attend regular training.
- Act as member of the Designated Safeguarding Lead team for the organisation and follow all OSCB statutory requirements.
- To attend regular staff meetings, training and supervision as required.
- To ensure that appropriate confidentiality is maintained.

The nature of the work of Doorstep means that all staff are expected to work in a flexible way.

This post is subject to funding being secured and maintained.

Doorstep is entitled to check with the Disclosure and Barring Service for the existence and content of any criminal record held in the applicant's name. The disclosure of a criminal record or other information will not debar you from appointment or registration unless we consider that the conviction renders you unsuitable.

We will interview people who can show in their covering letter that they meet the Essential Qualities in the Person Specification below. We will use the interview and assessment process to establish if candidates have the essential qualities. If we have more than one candidate who has all the essential qualities we shall also refer to the desirable qualities.

PERSON SPECIFICATION STEP OUT PROJECT MANAGER

REQUIREMENT	ESSENTIAL / DESIRABLE
1. Knowledge / Qualifications <ul style="list-style-type: none"> ○ An understanding of issues faced by young people in general and specifically in relation to exploitation and abuse. ○ Educated to degree level or equivalent level of experience ○ Relevant qualification in relation to casework supervision and child protection work ○ Knowledge of local networks and the different communities in the Oxford area. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
2. Experience <ul style="list-style-type: none"> ○ Direct experience of working with vulnerable young people. ○ Experience of staff management ○ Experience of budget management ○ Experience of casework supervision within a child protection context ○ Experience of direct working with issues of child exploitation ○ Experience of safeguarding practice and working within child protection and information sharing protocols. ○ Experience of working within a multi disciplinary / multi agency framework. ○ Experience of practice-based risk assessment within direct service provision ○ Experience of project management and development ○ Experience of successfully applying for funding ○ Experience of delivering training and preventative programmes ○ Experience of involving service users in planning / designing / implementing services. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
3. Skills <ul style="list-style-type: none"> ○ Very strong IT, internet and social media literate ○ An ability to speak another/other language(s). 	<p>Essential</p> <p>Desirable</p>
4. Circumstances <ul style="list-style-type: none"> ○ Ability to travel to a variety of locations ○ Willing to undertake required professional training in line with industry standards (this may necessitate a personal time commitment) ○ Able to work some unsociable hours. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
5. Values <ul style="list-style-type: none"> ○ Be able to show an understanding of and commitment to, the promotion of service delivery in an Equal Opportunities framework, including anti-racist and anti-discriminatory professional practice. ○ A commitment to safeguard & promote the welfare of all children; to be an advocate for children's right to play, to be listened to & to be safe 	<p>Essential</p> <p>Essential</p>