

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Provisions Manager
Salary Range/Grade:	£12.81 - £13.32 per hour, depending on experience
Hours:	37.5 hours per week, all year round.
Work Base:	Spring Rise Children's Centre, Chippenham.
Reporting To:	Lynn Evans, Chief Executive Officer
<p>Main Purpose of Job: <i>"Through unconditional love, commitment and passion we seek to enable all children, young people and adults to be the best they can be."</i></p> <p>The RISE Trust Children's Centres deliver services to support families with children under five, to improve outcomes for families and have a positive impact on their lives. The post holder will effectively manage RISE Trust 'provisions', overseeing the development and delivery of services that meet the needs of target families and to 'Narrow the Gap' in children's learning and development, in line with Local Authority arrangements. This will be done in line with OFSTED and core principles guidance.</p>	
<p>Lead Responsibility: The post holder will seek to develop The RISE Trust's other services in order to ensure that all families have their needs met.</p> <p>Leadership and management of:</p> <ul style="list-style-type: none"> • Pre-School Education (currently 3 settings with another under development) • Volunteering and Family Visiting Service • Mentoring & Youth Work • After School and Holiday Club • Contact Centre • Parent Support Advisers 	
<p>Key Task List:</p> <ol style="list-style-type: none"> 1. To lead, manage and develop the work of The RISE Trust provision managers and teams, providing the full range of services and support to the families in our designated area. 2. To be responsible for the oversight of the day-to-day co-ordination of RISE Trust provisions and other services, effectively deploying staff to centres and services to meet the needs of the children and their family 3. To oversee the planning, delivery and evaluation of these services and use performance management data to ensure that services remain effective in meeting local needs. 4. To lead safeguarding policy and practice in the locality by ensuring that all staff make full and effective use of The RISE Trust's Alert Process and seek appropriate advice for referrals to Social Care. 5. To ensure effective consultation with children, families and other partners to evidence need and identify gaps in services, including regular review of outcomes and feedback data. 6. To ensure that base-line, tracking and follow-up of families can evidence the outcomes and positive impact of RISE Trust provisions on children and families' well-being. 	

7. To be responsible for the development of all relevant policies, procedures and financial arrangements/budgets ensuring that they comply with RISE Trust requirements and that they are effectively implemented by all staff.
8. To ensure team members and partners are aware of the aims and actions within each aspect of our Provision Service Plans, regularly reviewing progress against aspirational targets and ensuring SEFs are monitored and updated accordingly.
9. To work with the Chief Executive Officer and other senior managers to ensure all services are prepared for Early Years OFSTED Inspections, LA Ofsted inspections, Quarterly Reviews, national audits etc. in ways which ensure outstanding performance.
10. To work in partnership with key agencies in order to deliver the provisions services for families with children of all ages. This includes implementing and monitoring protocols for sharing information and best practice to ensure highly effective partnership working.
11. To use data and local knowledge effectively and to gather evidence to ensure the effective targeting and monitoring of services to meet the needs of families, specifically those in the most deprived areas or those who are in priority groups.
12. To use Service Plans, performance management and appraisal strategies to develop services which meet the needs of families, and the wider community, that go beyond the full Children's Centre offer and which are focussed on equality and narrowing the gap.
13. To be responsible for the overall health and safety of clients, in line with The RISE Trust's Policies and Procedures.
14. To participate in the development of an effective and on-going information/publicity campaign to inform the local community, voluntary and statutory agencies about opportunities and initiatives within The RISE Trust's services.
15. To articulate when appropriate the Christian basis of social action as undertaken by The RISE Trust without prejudice to the Trust's commitment to inclusiveness and diversity.
16. To ensure high standards of conduct, cleanliness and tidiness throughout The RISE Trust's buildings and locations, that give the best possible impression of The RISE Trust.

Job Activities – Standard Terms Common to all Job Descriptions

17. To promote the organisation's Equal Opportunities policies.
18. To promote the organisations quality assurance systems.
19. In discharging the duties of the post to have due regard for the provisions of Health & Safety at Work legislation, as detailed in the Health & Safety manual.
20. To undertake such additional duties as required which are commensurate with the grade and responsibilities of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	Educated to at least Degree Level with experience of Early Years Education	NPQICL Education, Child Care, Social Work, Mental Health or Parenting qualification
Experience/Knowledge	<ul style="list-style-type: none"> • Managerial experience inc Leadership and Management Training • Minimum of 5 years working in the community to develop and deliver support services for children and their families. • Experience of working with a range of partners and the ability to develop effective working relationships. • Ability to produce clear and concise reports for a variety of audiences. • Previous line management experience including conducting reviews and appraisals of staff. 	<p>Managerial experience in an early years setting</p> <p>Experience of organising committees/steering groups.</p> <p>Experience of partnership working with voluntary sector and local authority.</p> <p>Previous work within a Children's Centre.</p> <p>Experience of leading teams including during OFSTED inspections.</p>
Skills/Abilities	<ul style="list-style-type: none"> • Understanding of and commitment to community development approaches in the participation of service users in service planning, delivery and evaluation. • An understanding of relevant social policies concerning families and in particular of the government's agenda for children's services. • A sound understanding of the Early Years Foundation Stage, Statutory Welfare Requirements and Practice Guidance • Good organisational and 	<p>Experience of using a range of public involvement/user participation/consultation techniques.</p> <p>Using data to inform service planning.</p> <p>Knowledge of data gathering systems and an ability to understand and manipulate statistical data.</p>

	<p>management skills to ensure team members have workplans and meet deadlines.</p> <ul style="list-style-type: none"> • Ability to produce written material for a range of readerships. • Ability to engage with individuals from a range of backgrounds. • Good level of computer literacy, including Outlook, Word and Excel. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate effectively with a broad range of people, from families to Senior Managers. • Non-judgemental approach. • The ability to prioritise workload and meet deadlines whilst under pressure, working in a fast moving environment. • Responsive to change and new ideas; adapt to new systems. • Adopt flexible working pattern in order to meet the needs of the service and families. • The ability to be tolerant, patient, kind, warm, empathetic, friendly and with a positive 'can do' approach is highly essential. 	A sense of humour.