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**HEAD OF CHILDREN’S HEALTH AND WELLBEING SERVICES**

**JOB TITLE:** Head of Children’s Health and Wellbeing Services

**LOCATION:** Blended work approach with a minimum of one day per week at our Head Office based in Edinburgh.

**HOURS:** Full time 36 hours per week. Hours to be flexibly arranged to provide for Saturday and evening work when needed. Occasional overnight stays away from home may be required. Time off in lieu may be taken for any extra hours worked. No overtime payments are possible. Seven weeks leave per annum plus 10 public holidays.

**GRADE:** PO PTs 32-38: £31709 - £37093

**ACCOUNTABLE TO:** Chief Executive

**ACCOUNTABLE FOR**: Service staff including Officers, Co-ordinators, Assistants and Junior Assistants

**JOB PURPOSE**

Every child has the right to the best possible health. As Head of Service, you will help us to ensure this right whilst leading the development and delivery of our highly respected Children’s Health and Wellbeing Services in Scotland.

**DUTIES**

To develop the quality, effectiveness and credibility of our Children’s Health and Wellbeing Services in Scotland whilst providing strategic oversight of the management, delivery, and evaluation of the services. You are also responsible for contributing to the organisation’s overall policy development and strategic planning.

**KEY AREAS OF RESPONSIBILITY**

**Leadership**

* Meet as part of the Senior Leadership Team to ensure the successful delivery of the organisational operational plan.
* Identify, develop, and review key priority areas that form part of the Strategic Plan for Children’s Health Scotland.
* Lead multi skilled teams to deliver on their identified goals as detailed in their individual Action Plans.
* Participate in Executive Committee meetings and the Strategy Review Days as part of the Senior Leadership Team.
* Be responsible for the development and delivery of the Children’s Health Scotland Induction Programme for new staff and trustees and for the organisation of development days for staff and trustees.
* Undertake designated areas of national policy work and lead on practice development policy work.
* Be involved with external agencies, networks, and wider activities, as agreed with the Chief Executive.
* Liaise with key colleagues within Healthcare, Education, Local Authorities and other third sector organisations across Scotland to raise awareness of our Children’s Health and Wellbeing Services and to maximise potential referrals.

**Service delivery**

* The post­holder will manage the development and delivery of the Children’s Health and Wellbeing Services and the programmes within our Self-Management Service, assuring the quality-of-service provision. This includes promoting the services nationally, and preparing workplans for the team.
* Gather ongoing evaluation, feedback, case studies. and outcome data. Analyse and act on evaluation data.
* Develop and maintain record keeping systems.
* Lead in the recruitment of external evaluator for the service when appropriate.
* Support quarterly Professional Advisory Group meetings for our Self-Management Services.

**Learn with Children’s Health Scotland**

* Manage and lead the strategic planning process for the development of the Learn with CHS division.
* Have overall responsibility for managing and maintaining the training we have developed and delivered and lead the introduction of new training courses.
* Have senior Management responsibility for the development of CHS’s Scottish Qualification Authority Approved Centre status, including reviewing and signing off on all learning developed, policies, procedures, and document control.
* Have overall responsibility for updating and creation of all our learning materials.

**National Funding and Contracts**

* Assist the Chief Executive in the research and submission of funding applications.
* Assist the Chief Executive with the production of service delivery reports for funders.
* Assist the Chief Executive with monitoring service proposals, budgets, and income.

**Line Management**

* Line manage Officers, Co-ordinators, Assistants and Junior Assistants and other relevant positions as required.
* Promote effective communication throughout the areas of staff operation in Scotland.
* Induct, motivate, support, supervise and appraise the staff in the development of their work.
* Help staff with the implementation of their Action Plans and ensure appropriate training and coaching is available.

**Other**

* Read and sign the Safeguarding and Child Protection Policy and the Health and Safety Policy and be aware of the health and safety of yourself, your colleagues and visitors to the office.
* Be responsible for your own personal development.
* Respond positively to changing business needs that may require you to carry out other mutually agreed tasks that are necessary to fulfil the job purpose.

The post-holder will undergo a PVG check as a preliminary to appointment.

# PERSON SPECIFICATION

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| REQUIREMENT | MEASURES OF SUCCESS |
| LEADERSHIP  An effective and compassionate leader with a clear understanding of the need to maintain confidentiality. Passionate about the work of the Children’s Health Scotland and is sympathetic to its values and ethos. | * Can deliver key outputs and respond to requests from line manager in a timely fashion. * Able to lead high-performance teams and work unsupervised. * Able to work through challenges in positive and effective ways. * Experienced in collaborative working. * Able to work under pressure and to tight deadlines. * Knowledge of children’s rights in relation to health and wellbeing. * Able to problem solve and respond in a crisis. * Able to represent the charity and its values effectively. |
| TIME MANAGEMENT  Well organised with the ability to successfully juggle competing priorities. | * Able to clearly identify priorities and manage time appropriately. * Able to demonstrate experience in problem solving complex issues involving a range of stakeholders. |
| QUALIFICATIONS  Qualified to degree standard and able to demonstrate relevant experience. | * Has a relevant degree, preferably in Psychology. * Has a knowledge of children’s rights legislation in Scotland. * Has a high level of professional knowledge in relation to safeguarding and child protection measures for children and young people. * Has experience of working on health-related issues with children and young people. |
| SERVICE DELIVERY  Ability to plan, deliver and promote all Children’s Health and Wellbeing Services. | * Passionate about supporting children and their families through health challenges. * Able to manage budgets. * A record of successful service delivery and development especially in relation to children and young people. * Able to use well-established relationships to achieve growth of services. * Able to successfully manage partnerships with multiple organisations. * Can demonstrate resilience, resourcefulness, flexibility, and perseverance. * Has a commitment to work outside of normal working hours and to travel when appropriate. * Holds a valid driving licence for the UK and has access to a car. |
| COMMUNICATION  Experience of working with and ability to communicate with children and young people and families | Experience of working with and the ability to communicate with children and young people and families.  * Able to use a high standard of effective and considered communication with internal and external stakeholders, demonstrating a high level of understanding of appropriate communications. * Able to use proactive and considered communication with line manager and team members. * Can understand and use effective influencing behaviours with the ability to express the vision, aim and objectives of Children’s Health Scotland. * Can deal with complaints effectively and sensitively. |
| TRAINING  Experienced and effective trainer with expertise in the successful delivery of programmes in relation to the health and wellbeing of children and young people. | * Able to sustain and develop the delivery of our training in relation to health and wellbeing of children and young people. * Is a persuasive and effective presenter and trainer. * Able to understand relevant training and qualification needs of the workforce. |
| INFORMATION TECHNOLOGY  Competent and efficient use of IT, particularly the main Microsoft Office programs. | * High standard of knowledge in relation to Office 365. * Able to collate data efficiently and liaise with colleagues as required. * Able to produce clear and well organised reports and spreadsheets using approved Children Health Scotland formats. |
| FUNDING  Competent in report writing and successfully negotiating funding contracts. | * Able to successfully negotiate funding contracts. * Has a working knowledge of reporting on outcomes and indicators for funders. * Able to produce funding reports relative to service delivery. |