



# St Basils

## Director of Progression (Prevention, Support & Care)

**Applicant Information Pack**

**Closing Date:** Monday 6<sup>th</sup> April 2020

**Interview Dates:** TBC



St Basils  
Psychologically  
Informed  
Environments



# Our Mission

St Basils *works* with young people to:

- Enable them to find and keep a home
- Develop their confidence, skills and opportunities
- Prevent youth homelessness

# Our Vision

Our vision for all young people is that:

- Homelessness is not part of their experience of growing up
- There are integrated education, employment and housing pathways
- They are able to access the support and development opportunities they need to secure their futures and realise their potential

# Our Principles

1. Young People First
2. Everybody Counts
3. Strength and Unity through Diversity
4. Working and learning with Others
5. Delivery and Effectiveness
6. Accountability
7. Forward Thinking

## ABOUT US

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St Basils works with young people aged 16-25 who are homeless or at risk of homelessness, helping over 5000 young people per year across the West Midlands region with specific services in Birmingham, Sandwell, Solihull, Walsall, Warwickshire, Worcestershire, the Wyre Forest and Coventry.

Every year over 1200 young people are housed in our 33 supported accommodation schemes, which for some young people includes their young children as well. We have a range of prevention, accommodation and support services to help young people regain the stability they need to rebuild their lives, gain skills, training and employment and move on. The aim is to help them successfully break the 'cycle of homelessness' so that they can go on to experience a bright, fulfilling future and never return to a state where they are at risk of homelessness again.

St Basils also works with young people and partners on a national basis (funded separately). We facilitate National Youth Voice and National Youth Homeless Parliament, we are part of the national End Youth Homelessness Alliance and we are working to roll out our 'Positive Pathway' models nationwide.

### HERE ARE THE LATEST STATS ON OUR SERVICES:

During April 2017 - March 2018:

**4570**

young people were provided with advice and support services

**89%**

prevented from being homeless

**1577**

were housed by St Basils. 91% moved on in planned positive way

**187**

young people and their families were supported by our family mediation service which aims to prevent youth homelessness; 82% of those young people were able to return to or remain in the family home as a result

**99%**

of young people surveyed said they were satisfied with St Basils' Landlord Services

**98%**

surveyed said they were satisfied with our support services

## Our Strategic Priorities

- Provision of good quality accommodation which meets the needs and raises the aspirations of young people.
- Provision and development of prevention and support services which meet the diverse needs of young people.
- Young people fully involved in setting standards, identifying priorities and monitoring services.
- To be a good place to work.
- Challenging discrimination and promoting diversity and cohesion through employment, service delivery and community engagement\*.
- Optimising resources to achieve our strategic objectives.



On behalf of St Basils, may I take this opportunity to thank you for your interest in working with us.

You are looking to join us at a very exciting time in our development – St Basils has grown and developed services in response to ever changing needs and a better understanding of what works. This is a continuing dynamic process and we are the largest regional organisation of our kind. Our focus is on young people and our first principle is 'young people first', closely followed by 'everybody counts'. Each of us is expected to live up to those and our five other key principles and to make our contribution in delivering and improving our services.



Here at St Basils, we are a multi-talented, diverse team. We are proud of our diversity and are keen to nurture our broad range of skills and talents within a framework of principles, which will inform our judgments. We have expectations and hopes that if you are successful, you will give of your best and commit to continuous improvement for yourself and young people. In return, we will do our best to provide a fair and developmental working environment.

We want to ensure that if you are successful, you settle into St Basils and your new role as quickly as possible - you will have a specific and important part to play in ensuring that the agency achieves its goals. You will be joining an organisation with a real opportunity to make a difference to the lives of our young people!

I hope that you find this information pack informative and helpful throughout the application process.

Yours Sincerely,

*J. Templeton*

Jean Templeton  
Chief Executive – St Basils

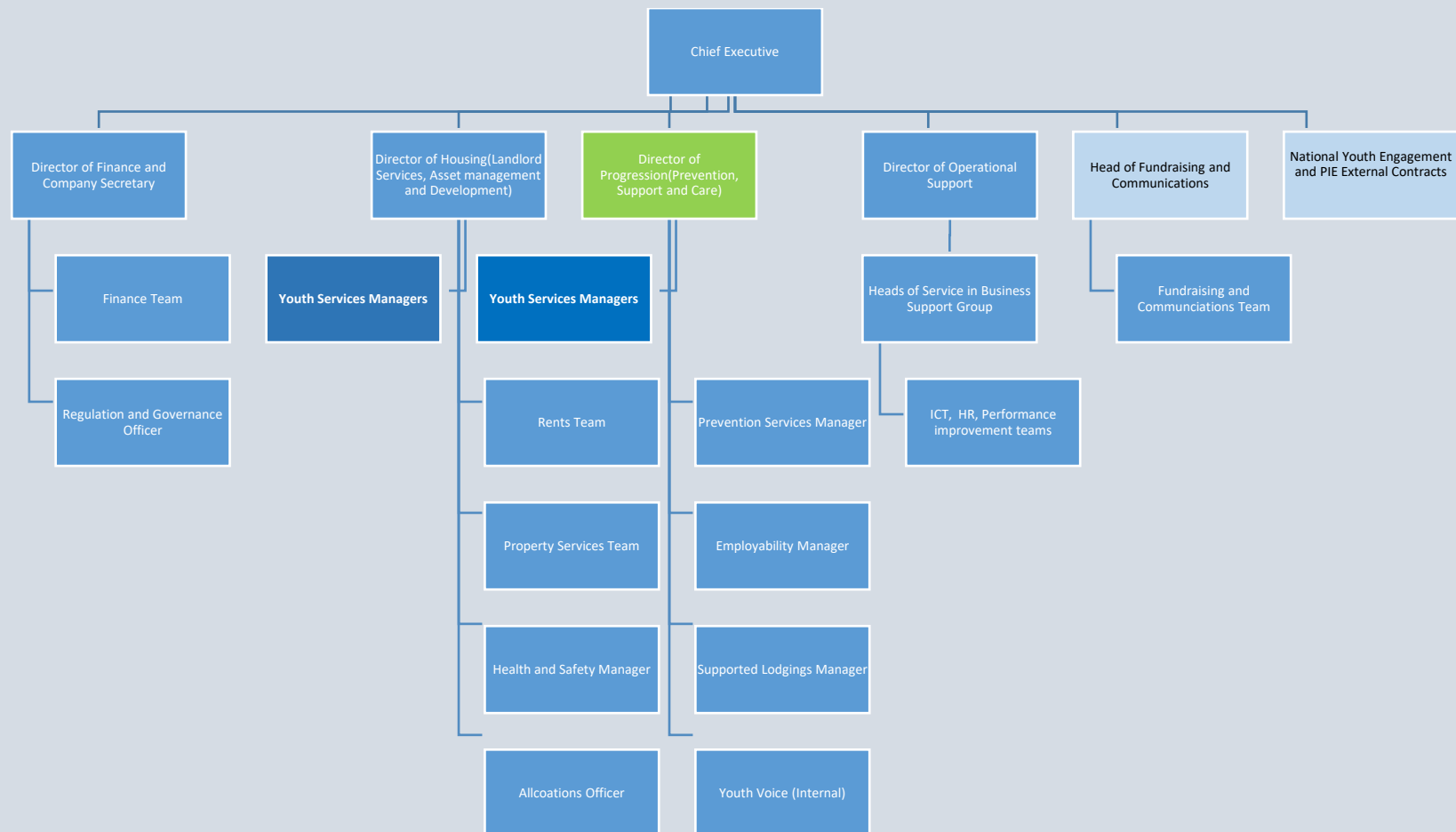
## ABOUT THE ROLE – *Director of Progression*

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The Director of Progression will develop and lead our overarching Prevention, Support and Care Strategies to ensure young people across St Basils achieve progression. This is a truly unique opening as the successful candidate will have the opportunity to strategically shape the way we deliver our services to our young people whilst leading on new business implementation such as tendering and new scheme development ownership.

This is a newly established Director level role within our Senior Leadership Team at St Basils, reporting directly to the Chief Executive and leading a diverse range of teams totalling circa 180 staff. You will provide leadership and mentoring to managers across the organisation to encourage and promote a positive, people centred culture in line with our values.

Below is our new management structure displaying the role's position within St Basils.



## JOB DESCRIPTION AND PERSON SPECIFICATION – *Director of Progression*

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<b>JOB TITLE</b>	Director of Progression (Prevention, Support & Care)
<b>REPORTS TO</b>	Chief Executive
<b>HOURS</b>	37.5 Hours Per Week (Full Time)
<b>SALARY</b>	£48,703 - £53,088 per annum, pro rata
<b>BASED FROM</b>	West Midlands

### PURPOSE OF THE ROLE

This is a 'strategic doing' role. You will have strategic, relational and operational responsibilities including: strategic oversight and responsibility for your function; relational management both internally and externally, and responsibility for the practical skills and tools to do the job and ensure it is done.

You will have responsibility for developing St Basils' overarching Prevention, Support and Care Strategies and operational implementation through direct support, integrated and partnership support and care, ensuring young people are able to take up opportunities and experience progression.

You will lead on new business and new schemes development and implementation including tendering and bidding for prevention, support and care contracts.

You will have management oversight of all prevention, care and support contracts and services including responsibility for quality, standards and regulatory compliance.

### PRIMARY RESPONSIBILITIES

#### MAIN DUTIES

- To lead the development and delivery of St Basils' prevention, support and care strategies and services, ensuring young people are able to achieve progression within St Basils.
- Optimise resources, developing and maintaining best practice within the context of a Psychologically Informed Environment (PIE).
- To engage strategically and develop and maintain cooperative joint working with partner organisations, including Local Authority partners, registered providers (RPs) and other relevant agencies.
- To work with colleagues on organisational development and performance matters.
- To recruit, manage, develop and support Managers responsible for delivering services to young people.
- To act as Safeguarding Lead Officer for the Agency.
- To lead on new project development in terms of prevention, support and care.
- To be responsible for continuous improvement of services delivered within the Directorate, taking into account the views and needs of young people, available funding and the value for money of the services provided.
- To accomplish team results by communicating job expectations; planning, monitoring, and appraising team; coaching, counselling, and performance managing employees; developing, coordinating, and implementing policies, procedures, and standards.
- To promote the priorities, principles and ethos of St Basils.

	<ul style="list-style-type: none"> <li>• To accomplish financial and service objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions.</li> <li>• To participate in the compilation of Business Plans, setting, managing and monitoring objectives and targets as appropriate</li> <li>• To report as required to Senior Leadership Team, Board and sub-committees</li> </ul>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>• The post holder must take responsibility for their own self development and ensure that the knowledge and information they use in their job is current and relevant</li> <li>• St Basils is a Psychologically Informed Environment (PIE). You should actively engage with St Basils PIE programme and lead on the development, monitoring and review of St Basils' implementation plan. You should champion St Basils PIE programme and encourage others to become champions too.</li> <li>• St Basils is dependent upon its ability to raise funds in order to sustain and develop its work with young people. Therefore all employees are expected to support the work of the fundraising department and, wherever possible, be involved in fundraising events.</li> </ul>
<b>COLLECTIVE RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Have beneficiaries at the heart of what we do</li> <li>• Promote a culture that supports equality, inclusion, respect and fairness</li> <li>• Draw on professional and technical support and advice required</li> <li>• Operate within regulatory, governance and commissioning frameworks</li> <li>• Be driven by our mission, principles to work by and strategic priorities.</li> <li>• Contribute to organisational effectiveness through Senior Leadership Team.</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• To act as Safeguarding Lead for the Agency</li> <li>• To keep up to date with legislation, national and local solutions for the safeguarding of adults and children</li> <li>• To promote candour, shared learning and whistle-blowing</li> <li>• Ensure that risk and needs assessments are carried out and actions taken</li> </ul>
<b>HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li>• Follow &amp; promote all policies and procedures at all times.</li> </ul>
<b>ACTIVELEY CONTRIBUTE TO THE TEAM</b>	<ul style="list-style-type: none"> <li>• Liaise and communicate with other employees and external professionals appropriately to ensure a coordinated and respectful approach to programme planning is in place.</li> <li>• Contribute as a member of Senior Leadership team</li> </ul>
<b>RECORD KEEPING AND REPORTING</b>	<ul style="list-style-type: none"> <li>• To provide timely and accurate information to funders and partners as required by funding agreements and Report to St Basils internal and governance structures</li> </ul>
<b>MEDIA</b>	<ul style="list-style-type: none"> <li>• To consult with Chief Executive and/or Head of Communications when likely to be involved in any campaigning issues or before any involvement with the media on matters relating to St Basils.</li> </ul>
<b>CONFIDENTIALITY</b>	<ul style="list-style-type: none"> <li>• Confidentiality is of the utmost importance and must be maintained at all times</li> </ul>

PERSON SPECIFICATION – *Director of Progression*

Qualifications	Essential	Desirable
Higher level education or relevant equivalent with evidence of management development and continuing professional development.	✓	
NVQ Level 4 in care, support, guidance or relevant equivalent.	✓	
Post graduate qualification or study towards qualification in Children's Social Care, Social work or Health professions		✓
Role Experience	Essential	Desirable
Experience managing services within the following area: youth work, residential or social work, probation / criminal justice, community work, education and training, housing or support work	✓	
Experience of working within a leadership capacity.	✓	
Experience in managing budgets/operations within tight financial circumstances and/or competing priorities.	✓	
Experience of providing strategic guidance and advice at Board level.	✓	
Experience of taking high level safeguarding decisions and providing support and direction to staff relating to such matters.	✓	
Considerable experience of providing line management/supervision and support to staff.	✓	
Experience of developing and maintaining performance indicators and targets.	✓	
Experience of recruiting, managing and developing Managers.	✓	
Experience of workforce planning to meet needs of organization.	✓	
Track record of success in working at a strategic level in optimizing resources, implementing new business development, promoting service delivery, developing and maintaining best practice.	✓	
Experience of providing management information reports including the presentation of statistical data.	✓	
Experience of building effective relationships with external stakeholders and partners.	✓	
Knowledge	Essential	Desirable
Good understanding of best practice in respect of operational management – Service Delivery and Development.	✓	
Extensive knowledge of relevant legislation and regulatory requirements and their operational/service implications.	✓	
Considerable knowledge of the issues faced by vulnerable young people.	✓	
Good understanding of the structure and framework of local and central government and the associated financial regimes and how St Basils work within this environment.	✓	
Knowledge of producing funding bids to a high and detailed standard and of identifying other appropriate funds.	✓	
Knowledge of and commitment to Equality, Diversity, Fairness and Inclusion.	✓	
Knowledge of and commitment to Safeguarding, Health and Safety.	✓	
Skills and Qualities	Essential	Desirable
Trustworthiness	✓	
Courage, candour, gives and receives respect	✓	
Able to communicate and influence people	✓	
Able to take and follow through decisions	✓	
Able to relate to young people	✓	
Motivation	Essential	Desirable



Commitment to making life better for young people	✓	
Commitment to St Basils mission, principles and strategic priorities	✓	
Committed to learning and being the best through continual learning and development	✓	
Commitment for as long as it takes	✓	

#### CONDITIONS OF EMPLOYMENT

Wherever you are initially based, it must be recognised that the company reserves the right, giving reasonable notice, to re-locate the post holder, dependent on the requirements of the organisation, at any time. All employees MUST abide by the Terms and Conditions as per their contract and Equal Opportunities & Diversity Policy document.

#### HOURS OF WORK / LUNCH BREAK:

37.5 hours per week, which excludes half hour for lunch. Evening / weekend work is required and will be compensated with time off in Lieu in negotiation with Line Manager.

#### HOLIDAYS:

28 days per annum, plus 8 Statutory Bank holidays per annum, pro rata

St Basils is dedicated to safeguarding all of our young people, and expects all staff and volunteers to share this dedication. Applicants must be able to undertake a DBS check and provide a satisfactory certificate if offered a role.