



Dear Applicant

Re: **Post of Manager of Outreach Team**

Thank you for your interest in the above post.

Please find enclosed:

1. An application form including monitoring form
2. A job description and person specification
3. Information regarding the organisation and the project
4. Information regarding the post and conditions of service
5. St. Michael's Equal Opportunities Policy statement

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Please complete the application form and monitoring form and return to me to the email address [admin@stmichaelsfellowship.org.uk](mailto:admin@stmichaelsfellowship.org.uk) by **Thursday 30 November 2017**.

In the event of you being shortlisted, an informal visit will take place on **Friday 8 December**, followed by a final interview on **Tuesday 12 December**. Please keep these days free in case you are shortlisted. Informal visits *do* form part of our selection procedure, and feedback will be given to the interviewing panel following the interviews.

In completing your application, you will find it useful to read all the information enclosed especially the job description and person specification. When you write your supporting statement you must demonstrate that you fulfil the essential requirements of the person specification. For this reason curriculum vitae are not acceptable.

This post will give the successful applicant substantial unsupervised access to vulnerable adults and children, therefore St. Michael's has adopted a rigorous system of checking. In the event of you being shortlisted telephone references will be pursued initially. St. Michael's reserves the right to contact any previous employers including your two referees of choice. The successful applicant will also be subject to an enhanced check through the Disclosure and Barring Service..

You will see that the application form requests detailed information about your history, from school to the present day, this is in order to meet the recommendations of the Warner Report. Any information given will not interfere with our standards of E.O.P. practice i.e. information will not be used in a discriminatory way.

As we receive a large response to our job vacancies we are unfortunately unable to reply to those candidates who are not shortlisted. If you have not heard within one week of the closing date please assume that your application has been unsuccessful.

Yours faithfully

Sue Pettigrew  
Director



# Information for Outreach Manager applicants

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## **Introduction**

Thank you for expressing an interest in a position within St Michaels Fellowship. We have developed significant areas of expertise in the services we deliver despite being a medium sized charity confined in the main to the London area. We pride ourselves on providing responsive and innovative services.

We require high-calibre staff in the direct provision and management of services. Our recruitment process aims to attract applicants of quality who are right for the post. This document contains information about St Michael's Fellowship, the recruitment process and our employment terms and conditions, which you may find useful.

## **About St Michael's Fellowship**

St Michaels Fellowship is committed to working with families to achieve the best outcomes for children. We are flexible and responsive to needs and listen to and act on the views of families to improve the services we offer. We hope by our interventions with parents to influence the life chances of their children. We have developed an excellent reputation for the quality of our work.

We run a range of services all geared to families with differing ranges of need:

- 4 residential family assessment centres taking families where there are complex needs and child protection concerns for a 12 week programme of teaching, support and assessment
- 1 supported housing scheme for vulnerable families
- 1 community outreach service aimed at pregnant teenagers, teenage parents and parents up to 24years offering intensive one to one support through home visiting and the provision of a number of groups based in Children's Centres
- 1 young fathers' community outreach service aimed at fathers-to-be and young fathers up to 25years. This is delivered by one to one support and themed groups.
- 1 supervised contact service to enable the non-resident parent to develop and sustain a relationship with their child.

This rich mix of services gives staff the opportunity to share ideas, to support one another, to use their particular skills in different parts of the organisation to enrich the services to families.

## **Values and mission**

### **Our values**

We believe in the importance of the family and the paramount importance of the child's welfare. In our professional practice, we recognise and respect individual difference. We believe in treating every person with whom we work with fairness, honesty, flexibility and professional commitment. We believe in fostering self-esteem. We subscribe to a policy of equal opportunities and hold to the principles of the Children Act 1989 and 2004. As a medium sized charitable organisation in existence for over 100 years, we value our independence and adaptability and honour our historical roots in welfare.

## **Our Mission**

St. Michael's Fellowship works with families caring for children in need.

We aim to provide children with a safe, secure and nurturing environment, and through working in partnership with the whole family, to promote their future welfare. We aim to support parents - be it mother or father or both - in the care of their children, to ensure that they are aware of the needs of their children, and to encourage them to further develop their parenting skills, while preparing them for independence in the community. Should it arise that a child is to be separated from his or her parent/s, we strive to secure a planned and satisfactory future for both child and parent.

## **Statutory and voluntary income**

Much of the funding that St Michael's needs to run its services come from statutory agencies such as local authorities or the health service, however we are diversifying our income streams recognising the limitations of local authorities.

The rest of our funding is voluntary income from trusts, individual supporters and fundraising activities. Voluntary income is vital because it enables us to respond to needs by developing new schemes. It also guarantees our independence

## **Equality and valuing diversity**

St Michael's Fellowship supports implements and promotes the principles and values of equality and diversity in its work. Our commitment to equality and diversity means that we welcome and celebrate working in a multi-cultural, multi-faith society and believe that no one should be unfairly treated.

Being a good employer is essential to fulfil our purpose. Every employee has a responsibility to fulfil our commitment to equality and diversity. This is crucial to our responsibilities as an employer and service provider.

We believe that the diverse composition of our service users can best be met by a more diverse workforce.

## **Applying for a job at St Michael's Fellowship**

As part of St Michael's equality and diversity policy we want to ensure that every applicant is treated fairly. The only information used to decide whether or not to shortlist an applicant is the information provided in your application form. Your application form is therefore very important and this section is designed to help you to complete it.

## **The job description and person specification**

Every post advertised by St Michael's Fellowship is supported by a job description and person specification. The job description outlines the main duties of the post, and the person specification describes the knowledge, experience and skills required for the position. If, after reading the job description, you are still interested in the job, then consider whether you have the relevant skills and experience, as detailed in the person specification. If you do, consider how to demonstrate this. In your application form make sure that you give enough detail about how you meet each of the criteria.

## **Completing the application form**

Read through the application form carefully before you write anything to make sure that you are clear about what is being asked. You may find it helpful to do a rough version first – this avoids mistakes and allows you to organise your application properly. Please note that we only accept application forms, not CVs. If your application is not fully completed or is marked 'see CV' it will not be considered.

## **The Outreach Team and your role**

We have been providing a service to young parents since 2000 and have been commissioned by Lambeth to do so. However over the last few years that funding has reduced and to maintain a service that we believe is needed and important we have been looking to trusts and foundations to support the work and have developed supervised contact as a natural addition to the service but also as another income stream. The team has been looking at the direction it wishes to focus on going forward and has decided to concentrate on working with young families where there is domestic abuse by providing the DiVa group for young mothers in abusive relationships, Caring Dads programme for young fathers who have been abusive to the mother of their child, and to children 4-6years who have witnessed that abuse alongside intensive support. This focus on domestic abuse which is highly prevalent in this borough requires that whoever we appoint has significant knowledge and skills in this area.

We have secured funding for a three year project to work with mothers who leave our residential family assessment services without their child which we are calling Securing Change. This will involve establishing a new service with two newly appointed practitioners and liaising with Middlesex University who will be evaluating the service.

The successful applicant will lead the Outreach team through an exciting period of new development, helping to shape and mould the service to better meet the needs of the parents and children with whom we work. We recognise this will be challenging but preparation is already underway. We expect that you will want to put into practice some of your skills in direct work such as co-facilitating a group. This has been one of the strengths of our practice enabling a manager to use some of their skills and knowledge to support practice, encouraging and teaching staff by example.

## **What you can expect from us**

St. Michael's Fellowship recognises that the work is demanding and stressful and therefore seeks to support and enable staff by

- Creating opportunities for staff to develop new skills
- Offering experience and training to enhance career development
- Regular supervision
- A practitioners' group
- A Senior Managers' group
- Clear guidelines provided regarding practice, aims of project, ways of working
- Valuing the views of staff to bring about change
- Pleasant working environment
- An Action Learning Set for Managers

## **What we want from you**

- Based at St. Michael's Fellowship's head office
- Working week to be based around office hours but  
Flexible working to meet needs including occasional Saturdays
- To find ways of engaging a hard-to-reach group
- To explore opportunities for collaboration
- To support current work and develop those services
- Where evening or Saturday work, time off in lieu of overtime payments

## **Benefits and terms of employment**

Salary ranges from £39,852 – £47,294 inclusive of London Weighting.  
Incremental increases occur, when entitled and finances allow, on 1<sup>st</sup> April.

A cost of living increase is generally awarded annually.

We are part of the pension Auto-enrolment scheme where both the employee and the employer pay 1%. After three years' service a contributory personal pensions is available with an employee minimum contribution of 6% and an employer minimum contribution of 8%.

Annual leave 5 weeks plus Bank Holidays, increasing to 6 weeks after 5 years' service.

Nov 2017

## Job Description for Manager of the Outreach Team

Responsible to: Director

Responsible for: Young Parent Support and Supervised Contact Practitioners  
Young Fathers Support and Supervised Contact Practitioner  
Supervised Contact and PAMS assessor  
Securing Change Practitioners

### General

- To lead and manage a team of staff to develop work with young mothers and fathers that seeks to address domestic abuse
- To manage the Supervised Contact service
- To manage the development of Securing Change, a new project to support women whose child has been removed
- To work in partnership with a variety of statutory and voluntary sector partners with the aim of enhancing the services we deliver
- To ensure that the parents and children who use our services have a voice in the way we deliver and develop services
- To ensure that the service is culturally sensitive recognising the diversity of those with whom we work
- To keep abreast of current legislation which informs and prescribes the work , in particular The Children Act 1989 and 2004, Working Together to Safeguard Children 2015
- To work in accordance with the Fellowship's Health and Safety Policy
- To work in accordance with the Fellowship's Equal Opportunities Policy
- To work flexible hours to meet the needs of young families

### Work with young families

- To identify young mothers and fathers in abusive relationships through liaison with Health Visitors, midwives, social workers and use creative methods to target those who are hard-to reach
- To deliver groups and one to one support that address the needs of young mothers, young fathers and their children
- To recognise the overarching need to safeguard young children and young parents under the age of 18
- To recognise and work cooperatively with the parents' existing support network, such as grandparents or other carers
- To promote cooperative parenting where it is safe to do so

### Supervised Contact

- To oversee this service ensuring we maintain our enhanced accreditation with NACCC
- To ensure the service is promoted effectively
- To ensure the service is sensitive to the particular needs of children
- To ensure that supervised contact reports are checked and sent within 48 hours

### Securing Change

- To develop a relationship with researchers who will evaluate the programme
- To support and manage staff within this new service, working creatively, liaising with others and being prepared to adapt the delivery to offer a service that meets the needs of mothers who no longer have the care of their children

### Administration

- To ensure the appropriate and timely recording of visits, interventions, contacts
- To meet the needs of funders for regular reports and evaluations
- To compile an annual report for trustees on the work of this service
- To attend planning meetings, case conferences, reviews as necessary in support of the service
- To ensure both quantitative and qualitative data is collected routinely
- To ensure the team works within budget
- To take advantage of funding opportunities

### Staff Development

- To attend supervision with Director and annual appraisal, participating in the production of own appraisal
- To attend appropriate training courses
- To supervise all staff team members
- To arrange fortnightly team meetings
- To attend group consultancy sessions as arranged

These are the normal duties which the employer requires at the date of appointment. However it is necessary for all staff to be flexible and all employees may be required from time to time to perform other duties as may be required by the employer for the efficient running of the organisation

This job description does not form part of the contract of employment

## **Job Specification**

### **Post: Manager of the Outreach Team**

#### **Skills**

**Essential:** Management/organisational  
Supervision  
Literacy, a high standard  
Basic financial  
Accurate record keeping  
Report writing  
Team building  
Group work  
IT  
Interpersonal

#### **Previous Experience**

**Essential:** To have worked with people from multi-cultural backgrounds  
To have managed a team/project/ department  
To have worked with people who have been abused  
To have worked with parents where there are issues of abuse/neglect  
To have worked with victims of domestic abuse  
To have supervised staff for a minimum of three years  
To have worked in partnership with statutory, voluntary agencies and parents  
To have negotiated complex situations  
To have worked to targets and reported on them  
To have co-facilitated groups

**Desirable:** To have worked with fathers  
To have worked with perpetrators of domestic abuse

#### **Knowledge**

**Essential:** Current legislation especially Children Act '89 and 2004  
Working Together to Safeguard Children 2015  
The Freedom Programme  
Safeguarding procedures  
The impact of abuse on a parent/children  
Child development  
Parenting and independent living skills  
Use of written agreements  
Assessing risk

**Desirable:** Open access to files  
Caring Dads programme  
Supervised contact and requirements  
Local Authority Commissioners and Children's Social Care  
Local organisations within Lambeth

#### **Qualifications**

**Essential:** Educated to degree level or above

**Desirable:** Degree or Masters in Social Work  
Management Qualification  
Counselling certificate/Diploma  
First Aid  
Driving licence

**Other qualities relating to the post:**  
Flexibility  
Commitment  
Non-judgemental  
Ability to use initiative  
A sense of humour

## **EQUAL OPPORTUNITIES**

St. Michael's affirms the principles contained in the United Nations Declaration of the Rights of the Child. We recognise the inherent dignity and the equal and inalienable rights of all members of the human family without distinction and without discrimination of any kind, recognising and valuing differences in the child's or his or her parent's, legal guardian's or other carer's race, colour, gender, sexual orientation, language, religion, political, or other opinion, national ethnic or social origin, property, disability, birth or other status. We believe in the promotion of the common good and the achievement of natural and social justice.