

## Parent to Parent Job Description

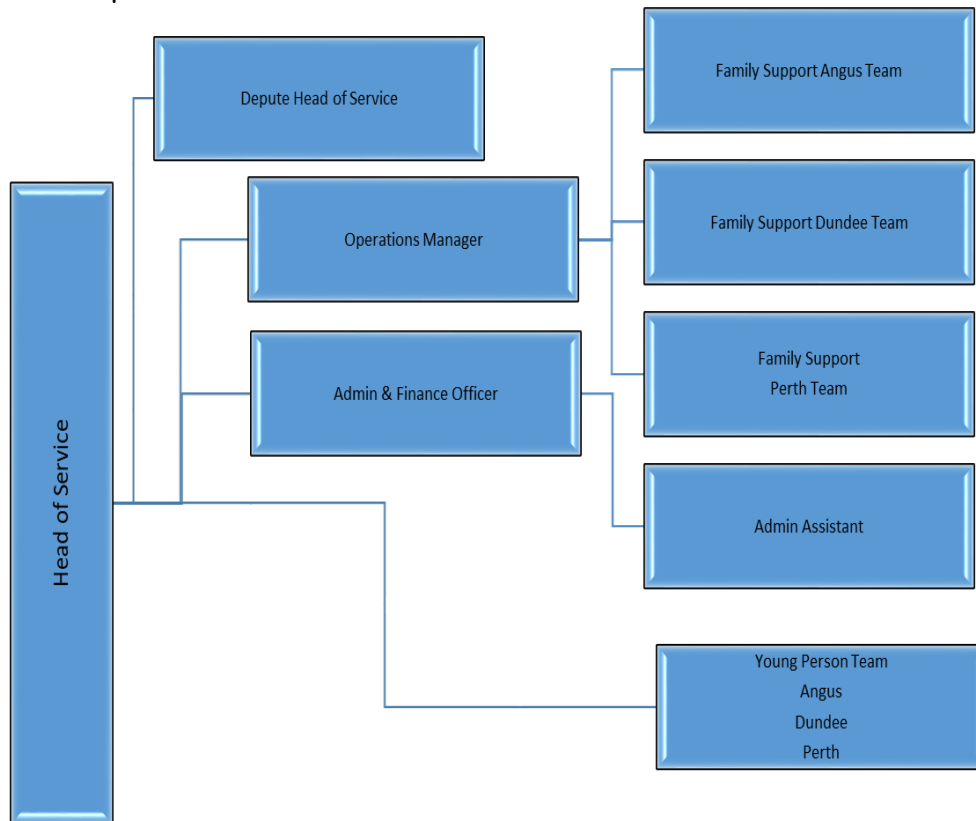
Job title	Depute Head of Service (fixed term)
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### Job purpose

#### To assist the Head of Service:

- To drive the organisation forward and seek opportunities for development
- To lead and manage a team providing support and advocacy to parents/carers of children with complex and additional needs living in Tayside.
- To directly manage the Young Person team that offers support and advocacy to young people with additional needs within the Additional Support for Learning Needs act
- To oversee and monitor the financial position of the organisation
- To promote the parents' and young person's voice at a local and national level
- To maintain good relationships with the statutory and voluntary services

### Organisational position



### **Main responsibilities**

- To develop the existing partnership with the 3 local authorities and NHS Tayside
- To liaise with other voluntary sector organisation's throughout Tayside
- To seek opportunities to represent the organisation at local and national level
- To support Operations Manager with the Family Support teams
- To directly manage the Young Person's team
- To support the Admin and Finance Officer
- To report to the Board of Directors

### **Knowledge, training and experience required**

#### **Qualifications**

- Degree or equivalent and a background in health/education/social work/family work

#### **Experience - essential**

- Experience of leading a team
- Experience of partnership working
- Experience of completing funding applications
- Experience of creating, monitoring budgets
- knowledge and experience of HR policies and procedures?
- Experience of writing reports

#### **Experience - desirable**

- Experience of working with additional needs
- Experience of working with vulnerable families
- Experience of voluntary sector organisations

#### **Skills - essential**

- Ability to work on own initiative
- Good verbal and written communication skills
- Good I.T. skills
- Good organisational skills
- Ability to work under pressure

#### **Skills Desirable**

Driving licence and use of a car

#### **Knowledge - essential**

- Familiarity with Additional Support for Learning Act
- Understanding of grant applications and financial procedures
- Child & Adult protection

**Knowledge – desirable**

- Good understanding of funding sources

**Demands of the job**

- Working across three Local Authorities and NHS Tayside
- Flexibility to travel throughout Tayside

**Other information**

Salary:	FTE - £38,586 Pro Rata(20hrs) £20,157
Hours:	20hrs per week
Annual Leave:	5 weeks
Public Holidays:	11 (pro rata)
Start date	1 <sup>st</sup> July 2024