## 

## **Job Description**

## **Job Role:** Pause Bristol Practice Lead

**Reporting to:** CEO

**Direct reports:** 3 Pause Practitioners, 1 Pause Coordinator

**Budget responsibility**: £275

**Location**: St. Pauls, Bristol

**Job purpose:** To lead a successful Pause Programme, inspiring and managing the team to engage and support women to enable them to break free from the traumatic cycle of repeat pregnancies and removals, take control of their lives and reduce related costs to the locality.

**Job Accountabilities**

* Recruiting, inducting, training, supporting, developing and appraising

an enthusiastic and skilled team to find, engage and support Pause women, ensuring positive outcomes for women are achieved.

* Work with National Pause to ensure fidelity and integrity to the Pause model, providing the women with a high quality, consistent, nationally recognised service.
* Ensure that reporting and monitoring requirements are adhered to and targets met in line with One25, Pause and funder requirements, providing evidence of positive outcomes and financial savings which will improve programme sustainability.
* Instil a continuous learning culture across the Practice and with partners, developing the team and paving the way for wider systemic change which supports women to achieve their goals.
* Manage expenditure of the Pause Practice and ensure the women’s resource spend is aligned with their goals.
* Ensure that policies and practices are understood and adhered to by all relevant parties to maximise service outcomes and uphold agency reputation.
* To understand, promote and effectively manage the safeguarding of those who come into contact with the service to ensure that statutory requirements are fulfilled and risks minimised or curtailed.
* To participate in out of hours events and undertake further tasks as requested.

**Measures for the Role:**

* Pause team staff low turnover, high performance and good morale.
* Clear and positive relationship with external agencies and funders.
* Number of women completing the Pause programme (Long Action Reversible Contraception in place and free from pregnancy) per cohort.
* Pause programme kept with budget.
* Quarterly reports correctly outlining programme effectiveness submitted as required.

**Any other relevant information:**

* Any other duties manager considers appropriate.
* To work outside of office hours at manager’s request.

**Person Specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Educated to degree level or equivalent experience  Relevant professional qualification (e.g. social work, nursing, mental health or equivalent) | Management qualification  Professional Registration (if appropriate) |
| **Knowledge** | Knowledge and commitment to implementation of safeguarding policies and procedures  Good understanding of boundaries, confidentiality, GDPR and data protection  Up to date knowledge of safeguarding policies and procedures  Knowledge and practical application of a range of evidence-based approaches (e.g. systemic practice, attachment theory, trauma informed approaches | Understands the wider environment in which One25 operates and how individuals roles contribute to strategic goals |
| **Skills** | Excellent interpersonal skills, able to create and develop relationships both internally and externally and across all levels  Able to communicate effectively with people at all levels in person and through written communications and reports  High standard of IT skills, particularly in Microsoft Office (or equivalent package), with an excellent knowledge of Word and basic knowledge of Excel and PowerPoint  Ability to contribute to the strategic development of One25  Ability to develop and motivate high preforming teams  High level of organisational skills and ability to set up systems to monitor progress and meet deadlines  Ability to set and prioritise goals, targets and workload for themselves and others  Influencing and negotiation skills and excellent communication skills  Ability to build strong key relationships with partners and funders  Ability to think creatively and adopt a solutions focused ‘can do’ approach | Ability to deliver services to women with multiple and complex needs in response to changing needs of clients or funders |
| **Experience** | Significant management experience in equivalent role  Managing a high performing team  Experience of delivering high quality front line services to disadvantaged people  Experience of handling and overseeing safeguarding cases  Experience of producing high quality management reports and handling qualitative and quantitative data | Previous experience of working in the voluntary sector |
| **Competencies/**  **Behaviours** | A creative and team based approach to problem solving  Requirements for all One25 staff  Continually seeks to improve performance organisationally and personally  Ability to form and maintain good working relationships with colleagues  Works well under pressure and plans, organises and manages workload to meet objectives and deadlines  Ability to be an ambassador for One25 externally and across internal teams  A willingness to get the job done  Promotes effective team working and supports team work across immediate and wider One25 teams  To operate in line with One25’s core competencies and values:  Core values:   * Person-centred * Justice * Unconditional love * Non-judgemental   Core behavioural competencies:   * Working with Others * Communicating * Organisational awareness * Learning and growth * Planning and delivery of work * Motivational Leadership   Able to actively demonstrate and communicate a willingness to work within and support the clear and inclusive Christian ethos |  |
| **Other** | This post is open to women only  Undertake some work outside of core working hours such as: present and speak at public events on behalf of One25 in order to raise awareness regarding service users and their complex lives  Willingness to attend a range of functions and events to promote One25 outside of working hours  Able to travel to training and meetings outside of usual place of work and office hours (Pause is a national organisation, as reflected in locations of training) |  |

**Manager signature: Employee signature:**

**Date: Date:**

**Date last reviewed:**