



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Job Pack

Team Manager (Health Promotion)

Dear applicant,

Thank you for your interest in this post. Please find below some background information and other details to help you decide whether to apply for the position.

In the interests of equality CVs will not be accepted so please use the job application form to apply. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

Enclosures:

- Role Summary
- Role description
- Person specification
- About us

Please complete the application form and return by email to recruitment@otrbristol.org.uk
or
by post to the address above.

The closing date for this role is **midday Friday 10th January 2020** and interviews will be held on **Tuesday 22nd January 2020**. We will contact you by email if your application is shortlisted for interview, we will not be able to contact unsuccessful candidates.

If you wish to have an informal discussion about the post, please contact **Karen Black** via email – karen@otrbristol.org.uk

Best wishes,

Kellie Horder
HR Manager | OTR Bristol

Role Summary

Job Title	Team Manager (Health Promotion)
Salary Grade	£27,924 - £36,571
Hours	22.5
Contract	Permanent
Leave	Flexible - Your basic entitlement is 20 statutory days plus 8 statutory holidays. However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need, including study leave.
Pension	Up to 3% of above salary for standard contracted hours.
Location	Based at 8-10 West Street, Old Market, BS2 0BH but with travel across Bristol and South Gloucestershire. You may be required to work from other OTR premises with reasonable notice.
Accountable to	CEO
Accountable for	<ul style="list-style-type: none"> • Mentality Project Coordinator • Resilience Lab Health Promoter • Relevant students and volunteers • Sessional staff
Job Purpose	<ul style="list-style-type: none"> • To manage, co-ordinate, develop and lead OTR's mental health promotion work across Bristol and South Gloucestershire, building resilience and capability among young people, parents and the systems around them. • To develop and sustain a network of trainers trained to develop the Resilience Lab into diverse and disadvantaged communities. • To act as in-house lead for health promotion, modelling and developing best practice and providing training and consultancy in-house and to external stakeholders. • To ensure OTR's health promotion work is centred within a socio-political context and is fully aligned with OTR values and mission.
Key Relationships	<ul style="list-style-type: none"> • Mentality Project Coordinator • Resilience Lab Health Promoter • CEO • OTR Team Managers • Local, regional and national stakeholders in the VCS, education, health and social care. (esp. Public Health) - OTR staff and volunteers

Role Description

Management	<ul style="list-style-type: none">• To provide day-to-day operational and line management to relevant staff and allied volunteers associated with The Resilience Lab and The Mentality Project as appropriate, managing individual and group performance and activity.• To build strategic relationships externally in order to promote relationships, partnership and innovation.• Where appropriate, to project manage any new initiatives/projects emerging under this programme of work.• To provide in-house and external leadership on issues of mental health promotion, prevention, resilience and capability.• To manage service performance in relation to agreed outputs and outcomes, and report on this to stakeholders and funders.
Supervision, Safeguarding & Development	<ul style="list-style-type: none">• To provide high quality supervision for staff and volunteers in both group and one-to-one contexts.• To act as the de facto safeguarding lead for OTR young people accessing OTR health promotion activity, ensuring at-risk children and young people are flagged and supported consistent with local protocols and internal policies and procedures.• To contribute to OTR in-house training and provide external training and consultancy on mental health promotion.• To attend regular supervision with the CEO as agreed.
Monitoring	<ul style="list-style-type: none">• To ensure all service activity is monitored accurately and thoroughly on IAPTus or other agreed systems, consistent with the contracted Key Performance Indicators (KPIs).• To ensure the service delivers against contracted outputs and outcomes.
Other	<ul style="list-style-type: none">• To export OTR's approach and assets based approaches to mental health and health promotion more widely through publishing, conferences and public speaking.• To engage in training and development commensurate to the role.• To be responsible for ensuring all paper and electronic personnel records are managed and stored safely at all times.• To respect and maintain the confidentiality of all OTR staff internally with external agencies.• To represent OTR professionally and accurately to all external stakeholders.• To work within the spirit and framework of all OTR policies, governance, and delivery philosophy, and to keep up to date with relevant training and professional development, especially in relation to Confidentiality, Vulnerable Adults, and Child Protection and Safeguarding.

Person Specification

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • A recognised degree in youth and or community work/development, social work, sociology, or related discipline. • Evidence of ongoing professional development. 	<ul style="list-style-type: none"> • A recognised qualification in supervision. • A recognised Management qualification.
Experience	<ul style="list-style-type: none"> • Minimum 3 years experience working with young people in a related role. • Experience supervising • Experience managing people (staff and volunteers). • Experience of managing safeguarding, confidentiality and risk. • Experience developing and delivering high quality training. 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector. • Experience of working with and engaging with hard to reach groups
Knowledge	<ul style="list-style-type: none"> • A working knowledge of young people's mental health and wellbeing and the surrounding policy context. • Excellent knowledge of the issues and pressures facing young people. • Excellent knowledge of young people's help seeking behaviours and the power of social / digital media in delivering health messages. • Excellent knowledge of safeguarding best practice. • Good working knowledge of local services for young people, safeguarding and health care pathways. • An excellent understanding of anti-oppressive practice and equalities issues. 	<ul style="list-style-type: none"> • A strong working knowledge of resilience building theory and practice. • A strong working knowledge of youth social action
Skills & Qualities	<ul style="list-style-type: none"> • Ability to effectively supervise and engage formatively with practitioners and students. • Excellent emerging leadership skills with the ability to lead a diverse team working in a pluralistic service model. • Excellent and demonstrable project management skills with the ability to deliver contracted outcomes on time and budget. • Excellent communication skills and the ability to deliver learning materials in an engaging and age/culturally appropriate way. • Excellent organisational skills and the ability to prioritise and manage a demanding workload. • Ability to engage critically with the work and the field of mental health. 	<ul style="list-style-type: none"> • Received training on (either formal or through experience) and carried out risk assessments within scope of practice

	<ul style="list-style-type: none"> • The ability to negotiate and apply ethics in practice. • Strong IT skills. 	
Personal	<ul style="list-style-type: none"> • Collaborative and diplomatic. • Supportive and encouraging. • Resilient; able to model good self care. • Values led with a personal commitment to equality, diversity, social justice and change. • A strong personal interest in and commitment to the mental health and wellbeing of children and young people. • A demonstrable commitment to personal growth and development. 	

About Us

What We Believe	What We Value	How We Behave
- All theoretical models are wrong, but all of them are useful	- Collaboration	- We're accommodating
- Relationships are what make the difference	- Diversity	- We're integrated
- Mental health is social and political as well as personal	- Learning	- We're thoughtful
- Social networks are more powerful than individual solutions	- Sharing	- We're supportive
- Building on strengths and capabilities is more sustainable than meeting needs and vulnerabilities	- Participation	- We're open
- Participatory services are more effective than transactional ones	- Self-efficacy	- We're resourceful
- Our work is a vocation	- Self-care	- We're resilient
	- Transparency	- We're communicative
	- Agency	- We're independent
	- Creativity	- We're imaginative
	- Social Action	- We're motivated
	- Pragmatism	- We're adaptable