



Job Description: Team Leader

Reports to	Project Manager
Contract type	Full time, permanent
Location	Based in an assigned London Borough (with frequent travel across London)
Salary	£29,000

About Safer London

Safer London are the leading London charity working to prevent and address gang violence, vulnerability and exploitation among young people. We provide needs led intense support, early intervention and mentoring through our extensive pan London Services. We believe every young person should be given the opportunity, and help to create a better life for themselves, free from exposure to gangs, exploitation and crime.

About the Role

As part of the Empower programme team within Safer London, you will manage local Empower staff and provide intensive one-to-one support to a small caseload of vulnerable young women aged 11-18 who are affected by sexual violence and exploitation, particularly those who are involved in, or on the periphery, of gangs. You will develop and support relationships with partner agencies and third sector organisations.

Specific Duties:

Strategic Development and Line Management

- Service delivery operational lead in the borough responsible for developing and maintaining positive partnerships, co-ordinating and working closely with relevant partners to identify young women for the programme and accepting and allocating referrals to the team.
- Effectively manage the staff team, ensuring good planning and organisation of the work and excellent administration, recording, monitoring and evaluation of the project in accordance with Safer London's policies and procedures and with all funders' requirements.
- Effectively line manage staff to enable them to deliver high quality work, find positive solutions to challenges and support good communication with the wider Safer London team.
- Ensure project staff maintain accurate records and conduct casework with clients in accordance with the policies and procedures of Safer London.
- Attend and support project development, networking and external meetings as required.
- Work creatively with colleagues to generate project resources and materials as required.
- Develop and maintain effective relationships with public sector partners and funders, co-delivery partners and other agencies to support the delivery of the project.
- Work with colleagues to identify opportunities for funding, not only for Empower but for other Safer London projects and activities.

- Positively contribute to the wider work of the Safer London team and actively support good communication between all members of staff and volunteers, including supporting the requirements of the Director of Marketing & Communications.

Providing Direct Support to Young People

- Manage a caseload of young people, delivering effective interventions on both a 1:1 and group basis to ensure clients receive the required support to meet their individual needs.
- Support young people to explore issues on their rights, risks and personal safety, relationships and sexual health, conflict negotiation, self-esteem and positive choices.
- Support young people to develop individual support plans and to effectively implement them.
- Work proactively to ensure effective recruitment methods for young people are in place, and respond in a timely manner to all queries
- Advocate on behalf of clients, ensuring the safety and well-being of the individual remains central at all times.
- Ensure project staff make appropriate onward referrals, signposting clients to other support services and positive activities. Identifying creative solutions to any barriers they face in accessing these services.
- Carry out lone working, as well as working as part of the wider team.

General

- Undertake any other duties as required and commensurate with the level of this post.
- Act in a manner that is in keeping with Safer London’s values.
- This role will involve working some unsocial hours, including evenings and weekends.

Person Specification: Team Leader

	Criteria	Assessed By
1.	Relevant youth and community worker qualification or equivalent	Application Form
2.	Significant experience of working with and supporting vulnerable young women in both a 1-1 and group work capacity	Application Form, Interview and test
3.	Experience of working with vulnerable young people and inspiring them to participate in projects	Application Form and Interview
4.	Track record of developing partnerships and relationships with a wide variety of organisations to support the needs of vulnerable young people and advocate on their behalf	Application Form and Interview
5.	Experience of line managing staff and supporting them to meet their objectives	Application Form and Interview
6.	Ability to motivate others and to positively impact on team and organisational development	Interview
7.	Excellent project management, planning and organisational skills	Interview
8.	Ability to be creative and find positive solutions to problems	Interview

	Criteria	Assessed By
9.	Practical understanding of equalities and diversity and experience of applying its principles in the workplace	Application Form and Interview
10.	In-depth knowledge and understanding of the issues facing young women involved in or at risk of gang involvement and/or sexual violence and sexual exploitation	Application Form and Interview
11.	Knowledge of the range of support options and services for women who have experienced sexual violence/sexual exploitation	Interview
12.	Working knowledge and understanding of the statutory, voluntary and community sector agencies working to support vulnerable young women and the relevant referral processes for accessing support	Interview
13.	Excellent written, verbal and presentation skills	Interview and Test
14.	Good IT skills (Excel, Word etc) and experience of using databases	Application Form
15.	An understanding and experience of implementing of all health, safety and safeguarding legislation and best practice procedures as they relate to working with children, young people and vulnerable adults	Interview
16.	An understanding of current policy relating to serious youth violence and gangs	Application Form

Additional Information: Team Leader

Disclosure and Barring Service

This post is subject to an enhanced DBS check.

Hours of work

The post is a full time role and may require evening and weekend working.

Annual leave

The annual leave entitlement for this post is 25 days and we offer 3 extra days off between Christmas and New Year per year plus public holidays.

Probationary Period

The appointment will be subject to a probationary period of 6 months.

References

All appointments will be confirmed only upon receipt of satisfactory references.