

## Safer London

# Job Description and Person Specification

## Deputy Head of Practice

### Key Role Details

<b>Job title:</b>	Deputy Head of Practice
<b>Location:</b>	Face to face delivery pan London, agile working for all other duties, office location Southwark
<b>Reports to:</b>	Head of Practice
<b>Contract:</b>	Permanent Subject to funding
<b>Hours of work:</b>	35 hours per week Flexible – will include being involved in the out of hours on call rota

### Role Description

#### Role Summary

The Deputy Head of Practice Lead supports the Head of Practice who is the contract lead. The post holder will support delivery to ensure the delivery of high-quality services and will sit within the Senior Leadership and will on occasions deputise for the Head of Practice.

### Key responsibilities

1. Deputise for the Head of Practice
2. Participating in the out of hours on call service
3. Supporting the Head of Practice to chair internal meetings relevant to this role and attend external meetings as required
4. Attend monthly Senior Leadership Team meetings
5. Support the organisation lead to oversee quality of practice
6. Supporting the Head of Practice to refresh any relevant organisational policies

7. Undertaking any other duties as required and commensurate with the duties of Deputy Head of Practice
8. Have a clear understanding of best practice around delivering services to children, young people and families affected by violence and exploitation
9. Strong strategic abilities and leadership skills, with a demonstrable
10. Have a clear understanding of best practice around Safeguarding – adults and children and safer recruitment
11. Strong strategic abilities and leadership skills, with a demonstrable ability to work effectively with stakeholders
12. Ability to effectively utilise IT packages including Word, Outlook, Excel etc

## Person Specification

Criteria	Essential/ Desirable	Application /Interview /Test
<b>Skill and Experience</b>		
Relevant qualification in social care, health, youth/community work, criminal justice or demonstrable equivalent experience – e.g. Registered and Qualified Social Worker	Essential	A/I
Relevant qualification in or experience of management and leadership, including managing teams remotely	Essential	A/I
IT literate (Excel, Outlook, Word etc.) and experience of setting up and deploying databases to ensure organisational efficiency	Essential	A/I
Experience of leading policy and process development	Desirable	A/I
Experience of effectively managing and supervising staff remotely	Essential	A/I
Commitment to diversity and equality, and experience of applying these principles in the workplace	Essential	A/I
<b>Knowledge</b>		
Demonstrable knowledge of best practice in working with children, young people and/or adults affected by violence or exploitation	Essential	A/I
Knowledge of effective management practice	Essential	A/I
Knowledge of best practice in and understanding of the importance of good quality case recording and the wider management of cases	Essential	A/I
<b>Values and Attitudes</b>		
Commitment to equity, diversity and inclusion, and experience of applying these principles in the workplace	Essential	A/I
Ability to demonstrate, with examples, your alignment to Safer London's values	Essential	I/T

Clear understanding of and commitment to trauma responsive practice	Essential	I/T
Ability to prioritise own workload and able to work without close supervision	Essential	I
Ability to be flexible with work location	Desirable	A/I

## Additional Considerations

- An enhanced DBS will be required.
- The successful candidate may be required to travel to different locations around London.
- The successful candidate may occasionally be required to work evenings or weekends.
- Safer London is an agile working organisation. This means employees are able to work from different locations, e.g. from home, our office premises and community locations such as libraries/co-working spaces, where the work allows. Agile working arrangements will be agreed with the line-manager.