**Assistant Regional Manager**

**Aim of role**

Responsibility for the management and day to day running of the Thetford Branch of the Eastern Region. To provide assistance to the Regional Manager and deputise in their absence. To provide supervising social worker duties to families when required. To work in accordance with By the Bridge policies and procedures and therapeutic fostering model at all times.

**Key responsibilities**

**Supervising Social Worker Responsibilities**

* Supervising Social Worker duties as and when needed (See Supervising Social Worker JD)

**Management Responsibilities**

* Deputise fully for the Regional Manager in their absence
* To provide line management, monthly supervision and annual appraisals for the staff team of the Thetford Branch.
* To undertake safeguarding supervision with the Education and Grow, Achieve, Learn Consultant.
* To ensure that the safeguarding of children is of paramount importance and that both you and your team follow By the Bridge safeguarding and reporting procedures at all times. To work closely with the Safeguarding Manager to ensure that the policies and procedures are adhered to consistently and effectively.
* To oversee and monitor safeguarding incidents, ensuring that Supervising Social Workers are updating regularly and that records accurately reflect the most up to date status.
* To prepare, submit and update Schedule 7 Ofsted Notifications.
* To attend monthly foster parent supervision groups as necessary.
* Facilitate and attend end of placement meetings
* To be available to foster parents to discuss issues that require a more senior level of input
* To facilitate and/or attend meetings where your presence would benefit Supervising Social Workers or foster parents and liaise between Supervising Social Workers, foster parents and local authorities when necessary.
* Liaise with the Out of Hours team.
* Attend management meetings and contribute to management reports and tenders.
* To monitor and manage expenditure versus budget.
* To provide information on family retention and placement stability rates.
* Facilitate weekly and/or monthly team meetings
* To attend any professional meeting or strategy meeting as required.
* Oversee the training of new Supervising Social Workers in the team.
* To approve annual leave and sickness absence.
* Sign off staff and foster parents expenses.
* Branch facilities.

**Safeguarding Children**

Safeguarding Children is central to all that By the Bridge does. The Assistant Regional Manager is responsible for assisting (including deputising for in their absence), the Regional Manager, alongside the Head of Safeguarding in ensuring that Regional staff and foster parents are aware of and adhere to the safeguarding policies and procedures of By the Bridge. Assistant Regional Managers are responsible for bringing to the attention of the Regional Manager and the Head of Safeguarding any cases where the procedure is not being adhered to. The Assistant Regional Manager will ensure, alongside the Regional Manager and the Head of Safeguarding that all safeguarding incidents reported within the Region are managed in accordance with By the Bridge’s procedures.

Assistant Regional Managers will be required to undertake mandatory online and taught safeguarding training within their induction period. This training will include Designated Officer Training.

**Working Relationships**

* Reporting to the Regional Manager
* To liaise with the management team and all members of staff as required.
* To liaise with local authorities or other organisations as necessary.

## Person Specification

## Qualified as a social worker and registered with HCPC

* Experience of managing a staff team and undertaking social worker supervision.
* Knowledge and experience of working with fostering regulations and minimum standards
* Knowledge and experience of therapeutic fostering advantageous.
* Clear understanding of the importance of and a commitment to safeguarding children
* Clear understanding of and a commitment to valuing diversity
* Experience of people/ team management
* Ability to recognise, and work with, strengths and weaknesses
* Ability to facilitate others in reaching their potential
* Emotional intelligence
* Excellent communication skills (written and verbal)
* Ability to prioritise and manage time
* Good IT skills (specifically Microsoft Word, Excel, Outlook)
* Ability to recognise the foster parent as a professional
* Flexibility
* Full driving licence advantageous

**Professional Development**

* By the Bridge is committed to developing its staff and would encourage Assistant Managers to continue their professional development through social work training and other professionally relevant training as agreed with the Team Manager and Head of Professional Development.