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**Job Description**

**Job Title:** Assistant Regional Manager  **Reporting To:** Regional Manager

**Location**: Office Based  **Salary Range:** £DOE

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**Role Purpose:**

We have an existing opportunity for an Assistant Regional Manager to support with the day to day operational management and running of a designated Branch within the Region. Through training, coaching and modelling, along side the Quality Team, the Assistant Regional Manager will help to further promote and embed our fostering practices.

The successful candidate will ideally be an experienced social work practitioner who will play a pivotal role in supporting supervising social workers in developing social work capabilities, and finding their own solutions to ensure a culture of continuing professional curiosity.

You will need to demonstrate the skill and ability to contribute towards improved outcomes for children and young people.

**About By the Bridge:**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families.

We aim to create an environment where all people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is an organisation, which thrives on the diversity of its staff, families and children, to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

**Responsibilities:**

* To deputise in the absence of the Regional Manager.
* To monitor safeguarding incidents, ensuring that these are updated regularly and that records accurately reflect the most up to date status.
* To prepare, submit and update Schedule 7 Ofsted Notifications.
* Supervise an experienced team of supervising social workers who are reflective and creative in practice.
* Work collaboratively with both internal and external key stakeholders to ensure effective running of our foster care services.
* Facilitate as appropriate and attend meetings as necessary, to include:
* Foster parent supervision groups.
* End of placement meetings.
* Attend and support with weekly and monthly team and management meetings.
* Assist with providing information and data for management reports, tenders and presentation.
* To assist with the monitoring and managing of the branch expenditure versus budget.

**General Responsibilities:**

* To work in accordance with By the Bridge with Cambian policies and procedures.
* To contribute to the culture of By the Bridge with Cambian.
* To uphold and embody our values at all times, ensuring the protection of children is paramount
* To adhere to responsibilities under data protection, health and safety legislation and policies.
* To demonstrate a positive commitment to equalities and diversity.
* To undertake such other duties as may be reasonably expected or commensurate with your role.

**Person Specification:**

* Qualified and registered Social Worker
* Knowledge and awareness of Ofsted regulations and safeguarding
* Experience of working in fostering or therapeutic childcare environment
* Ability to demonstrate confident and defendable decision making in arbitrating in complex ethical situations.
* Excellent communication skills (verbal and written)
* Flexible, with the ability to manage changing priorities.
* Organise and able to multi-task and meet deadlines.
* Supervisory and line management of staff (advantageous)
* Emotionally intelligent and good intuition
* Self motivated and works with a professional and positive demeanour
* Ability to organise and prioritise work, efficiently and effectively
* IT literate (specifically Word, Excel, Outlook)
* Database systems experience – advantageous

**Please note:** This post is currently based at Branch.

**Safeguarding Children:**

Safeguarding Children is central to all that By the Bridge with Cambian does. The Assistant Regional Manager role means that the Assistant Regional Manager is in a prime position to notice any actual or potential safeguarding concerns and must follow the By the Bridge with Cambian’s reporting procedure if they have any cause to be worried about a child’s well-being. The Assistant Regional Manager will be required to undertake mandatory online and taught safeguarding training within their induction period.

By the Bridge Ltd may vary your job description from time to time to reflect any development of your role necessary in consequence of regulatory change or operational needs.