

Assistant Manager – Children Services Job Description

JOB TITLE:	Assistant Manager
EMPLOYMENT BASIS	Full-Time
DIVISION:	Children's Services
REPORTS TO:	Home Manager
DEADLINE:	8 th April 2022

ROLE PROFILE: The Assistant Manager assists the Home Manager in managing one of the children's homes. The person appointed will work in line with Fondazzjoni Sebħ's Statement of Purpose and manages the team to achieve the same.

The role of the Assistant Manager is to support the Home Manager in administering the financial structure and human resources to support and provide supervision to staff members and ensure a high quality of service to children residing within the home.

TERMS AND CONDITIONS: The Assistant Manager is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to twelve months probationary period. The appointee is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

KEY RESPONSIBILITIES: **Management of the service**

The Assistant Manager assists the Home Manager;

- To manage a children's residential home and ensure the efficient operation of the service in accordance with the relevant legislation, national standards, policies and the foundation's Statement of Purpose.
- To ensure all members of staff receive professional supervision.
- To produce a development plan for the service that ensures the delivery of high quality, clinically informed practice.
- To support staff to achieve the highest standards of care for our children.
- To co-ordinate and monitor casework and administrative functions of the home and evaluate standards of performance.
- To be part of an On-Call system.
- To liaise with the various internal and external teams and standards' authorities to ensure that the care needs of new and existing service-users are met.

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- To ensure all clinical practices and medication processes within the home are conducted in line with legislation.
- To liaise with regulatory organisations in relation to the way the home is managed.
- To meet legislative and all relevant regulatory requirements.
- To ensure all necessary documentation required by regulators and senior management is completed to a high standard and be available for inspections, checks or interviews as requested.
- To ensure that Fondazzjoni Sebh's financial and administrative procedures are adhered to and to work within the approved budget.
- To maintain a clean and safe environment; ensure that the physical state of the building is maintained to a high standard and that all repair/maintenance problems are dealt with promptly.
- To ensure that safe working practices are implemented by all staff at all times in accordance with any relevant health and safety or data protection legislation.
- To participate in a range of corporate and management activities as defined by the Children Services Manager.
- To liaise with the Administration Manager to coordinate corporate social responsibility initiatives.
- To liaise with Events Manager on Fund Raising initiatives.

Staff development and wellbeing

The Assistant Manager assists the Home Manager;

- To participate in recruitment of staff including vetting, interviewing etc.
- To contribute to a comprehensive staff training and development programme to enable the service to have available all necessary skills and levels of expertise to meet the needs of children and young people.
- To ensure at all times that professional ethics and behaviour are demonstrated by all staff at all times.
- Actively co-ordinate the service provision and be a focal point for support, advice and coaching to all staff within the Home.
- To be responsible for the management, appraisal, supervision and support of all residential staff.
- To organise duty rotas in order to ensure that the needs of the young people are met at all times.

Deliver a quality service to our children

The Assistant Manager assists the Home Manager;

- To lead all staff to work collaboratively towards meeting the needs of the children in our care.

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- To safeguard and promote individual rights, providing good quality care which is free from oppression and where differences are respected and valued.
- To chair meetings, reviews and discussions as necessary.
- To promote appropriate and therapeutic relationships between children, staff and their families, promoting the children's involvement and participation in the day-to-day life of the Home.
- To contribute to the development of appropriate relationships with and between our children, staff, and other stakeholders.
- To liaise with other agencies as necessary to improve and link the delivery of services to service users.

Other responsibilities

- Work collaboratively with other organisations within the Archdiocese of Malta as necessary.
- Ensure the values of Fondazzjoni Sebħ and the Archdiocese of Malta are upheld across the organisation.
- Attend regular supervision meetings and annual appraisal with the Children Services Manager.
- Attend meetings and training courses as required.
- Participate in national planning groups with governmental and voluntary organisations to represent the needs and interests of service users.
- Undertake from time to time such other tasks as may be required by the Children Services Manager including administrative duties in connection with the post.
- Any other such duties as may be required from time to time by the Children Services Manager or a member of the senior management team.

SKILLS AND PERSONAL ATTRIBUTES:

- Embrace Fondazzjoni Sebħ's values
- Committed to Fondazzjoni Sebħ's vision
- Strong written and verbal communication skills
- Self-motivated
- Resourceful and able to perform under pressure
- A victim-centred approach to working with victims of abuse
- Solid organisational and analytical skills
- Ability to manage multiple projects, priorities and deadlines
- Assertive and empathetic. A good listener with a non-defensive approach
- Willing to take responsibility and be accountable

MINIMUM REQUIREMENTS:

Qualifications

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In possession of a Diploma or Bachelor's Degree, preferably in the social field, Management or a related field.

Experience

A minimum of two years of relevant experience with vulnerable persons and two years in a leadership position is considered an asset.

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2022/13, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebħ to reflect the needs of the service. This Job Description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission and any applicable legislation.