"Early Break is a young people and family charity that believes excellence at all points of delivery is a requirement. If you take pride in your work, are hardworking, want to be professionally challenged and are passionate to make a difference in the lives of others then our organisation could well suit you. We have a strong set of values determined by staff which we continuously work towards. It is our shared expectation our staff will be "professionally curious" both in their delivery and ongoing professional development."

Vicky Maloney, CEO

As a worker you will be child focussed in your practice, you will be a reflective worker who engages in the opportunities to build on your practice that this role offers. You are someone who is organised in your administration and yet can work at depth with vulnerable young people and their families. You will have a knowledge base of the environment of children and family services and will bring to the role your willingness and experience to support others to change lives and safeguard as required.

Role Outline

Role Name	Specialist Substance Service Team Leader Bury
Key Focus / Role Purpose	Provide day to day support to management team in creating and maintaining the highest standards in clinical service delivery to clients where substance use is an issue. Manage appointed workers within the Early Break geographical areas. Ensure that workers fulfil all professional requirements expected of them, including safeguarding, clinical supervision and case work management and recording on related Service database. Support the Operational Managers in the delivery of the Service operational plan targets and actions as related to contracted work and service ambition. Understand the theoretical model upon which Early Break is based and work within the person-centred ethos. To represent the Service at relevant meetings locally and nationally.
Role Size	EB Salary Points 10-13: £33,630 to £36,757. FTE 37 hours per week
Minimum Qualifications	Relevant professional qualification e.g. in substance work or similar, such as social work, teaching, youth & community work, counselling, emotional wellbeing. Managerial qualification or willingness to undertake this.
Additional Experience	Experience in line management or development of others. Experience in case work in substance use with young people and/or parental substance use.

Reports to	Operational Manager as well as Operations Director in matrix arrangement.

Key Deliverables

1. To support the SLT in the delivery of the Service ensuring targets are met and workers supported in their practice.
2. To support SLT in the implementation of the existing area operational (and other subsequent) plans.
3. To undertake case reviews and allocation of cases.
4. Develop workers through Personal Development Plans and agreed internal performance processes.
5. To deliver the model of service to the highest possible standards in service delivery to young clients and their families.
6. To provide education / information / training sessions, as appropriate.
7. To ensure that all necessary administration, recording and reporting is undertaken to specified deadlines.
8. To support the recruitment and management of staff offering specialist substance services.
9. Manage a small caseload and function as a key worker for young service users with substance related needs as required.
10. To contribute to the development of reports on service activity.
11. To actively promote the charitable aspects of the service to the workforce.
12. To promote the service digital media and lead by example to the workforce.

Key Knowledge, Skills and Experience Substance Team Leader

Key knowledge • Knowledge of the range of different substances and their effects, the risks this may pose • Knowledge of Children and Families thresholds, inc. safeguarding, youth justice and the Hidden Harm agenda as some examples • When in role, good understanding of, and the ability to communicate with others about, the Early Break philosophy and theoretical basis as an organisation and its underpinning values.
Key skills • Ability and understanding to be a “fearless presence” in your work. • Skills and ability to lead/motivate workers. • Ability to provide training/information sessions for colleagues. • Ability to network and influence effectively with other workers from a range of services.

• Ability to contribute to the writing, development, review and evaluation of Service policies. • Well-developed interpersonal and relationship building skills, including the ability to form effective working relationships. • Excellent communication skills, both written and verbal, and including computer literacy. • Well-developed organisational skills in managing deadlines, timetables, multi-tasking and setting priorities, taking responsibility for own time management. • Communicate effectively at team leader levels, in a style appropriate to audience. • Ability to write and interpret reports.
Key experience • Experience of work with young people and/or adults around emotional well being and/or substance use and related issues. • Experience of working with children or/and young people in a face-to-face setting • Experience of working with vulnerable and hard to reach young people • Experience in assisting individuals to identify their requirements and priorities, identify explore and assess • Helping individuals to develop implement and review a SMART action plan • Experience in personnel line management and/or coordination or with the ability and desire to develop these skills through further training. • Experience and ability to review, record and report on work undertaken.

Along with all Early Break workers you will, in the course of normal activities:

- Contribute to the maintenance of an ethos in which all workers, clients and all in contact with Early Break are valued and shown respect.
- You will uphold our excellent service reputation through “living” our agreed service values
- Contribute to a culture of peer-to-peer challenge and support as well as the development of both individual and the service “professional curiosity”
- Ensure that Early Break is represented in a professional manner at all times
- Represent the service at relevant meetings, nationally, regionally and locally as required and appropriate
- Be a creative force in Early Break by assisting in the development of new ideas and initiatives, where appropriate
- Engage in the Early Break Personal Development Plan framework that sets out training, line management and support network opportunities

- Ensure that all service Policies and Procedures are read, understood and adhered to and contribute to reviews of Policies and Protocols where required
- Actively contribute to maintaining excellent standards at all points as set out in the Early Break Clinical Governance Framework
- To contribute to the implementation of a robust Equal Opportunities/Anti-Discriminatory Practice framework for the Service.
- You will be a service “marketeer” delivering on our social media aspirations offering information about Early Break as opportunities arise, referencing the service offer with confidence.
- You will have an ability to offer training/presentation specific to your role
- Engage in the opportunities of ongoing reflective practice within service including Supervision, Buddy offer and wider offers
- Undertake Health and Safety responsibilities, as is the case for every Service worker and as designated by the Chief Executive and Line Managers
- To undertake any additional duties as directed by, and negotiated with, the Chief Executive

Key Competencies and Qualities that will feature in your Personal Development Plan

Competency	Criteria
Personal Impact	• Recognise the impact of own words, actions and personal presentation on others • Respects and appreciates individual and cultural differences • Acts with integrity and builds trust • Takes time to listen and consider views of others
Commitment to Early Break Values	• Presents a consistent and positive image of the business both internally and externally • Ensures personal behaviour upholds the image of the business
Flexibility	• Accepts that a role will be one of continuous change • Keen to develop new approaches in light of changing business circumstances • Accepts that the role is varied • Acts as a change agent to implement and seek acceptance of change
Entrepreneurial Thinking	• Open minded in considering new opportunities for business development • Challenges the status quo and applies “out of the box” thinking
Self Development	• Approaches feedback as suggestions for development rather than personal attacks • Develop the skills and insight to become a reflective practitioner in own area of expertise • Identifies new areas for learning and applies learning to improve business performance
Developing Others	• Helps others to evaluate their own performance through the Early Break consultancy model • Provides reflective and effective feedback to others
Fearless Presence	• Brave enough to take the lead on an approach even if that means standing alone to do so • Not afraid to voice opinion despite collective opposition • Will take a chance based on calculating the level of risk involved • Will be a challenging supportive voice for the “unheard” – be it client or colleague

Early Break Values

Trustworthy

We are a reliable, consistent presence for our clients, conducting ethical business with all stakeholders

Accountable

We work with openness and transparency ensuring our excellent standards are upheld and open to scrutiny

Fair

We act with integrity, ensuring that people we encounter are treated with respect. We embrace the diversity of our communities and strive to make our offer equal for all.

Collaborative

We believe that working effectively with others serves to strengthen available resources and improve outcomes

Innovative

We are both forward thinking and morally creative in our work, with a desire to continually improve our services

Compassionate

Because we care, we take a fearless yet respectful presence in our professional commitments