

**Job Description**

**Job Title:** Social Care Workforce Programme Manager

**Salary Grade:**  9

**SCP:**

**Job Family:** Organisational Support

**Directorate:** Performance and Quality

**Job Ref No:**

**Work Environment:** Office

**Reports to:** Human Resources Manager and alongside the TfC Learning and Development Manager and the Practice Learning Coordinator.

**A. Purpose**

The Social Care Workforce Programme Manager is responsible for:

* Coordinating and delivering the work of the TfC Social Work Academy ensuring that Social Care employees receive appropriate training, support, resources and progression opportunities.
* To support the training delivery for the Sunderland Safeguarding Children Board
* To design, develop and roll out digital workforce development solutions to meet the learning and development needs of the Social Care workforce.
* Coordinating and supporting the administration of student placements for Social Work qualifications on behalf of Together for Children;
* Assisting in the management and supporting the administration of other Social Work Programmes (e.g. Step up, Frontline and the ASYE programme);
* Facilitating and delivering relevant Social Care training programmes;
* To take the lead for ensuring the Social Care training offer reflects key legislation and national guidance/initiatives;
* Map the Social Care LD offer to ensure that this reflects the Knowledge and Skills Framework.

A level of knowledge and experience of Children’s Services is required for this role.

**B. Key Responsibilities**

1. To work with Social Care management to identify, deliver and commission learning and development programmes for Social Care as part of the TfC Social Work Academy.
2. To interpret and advise on national/regional requirements that impact specifically on the social care workforce and within any other areas of expertise.
3. To contribute to the TfC Children’s Workforce Strategy.
4. To support the Learning and Development Manager in monitoring and evaluating workforce development programmes on an annual basis.
5. To ensure that the learning and development offer for social care appropriately reflects national legislative and statutory changes impacting upon the Social Care workforce.
6. To take the lead in supporting students on the Postgraduate Degree in Social Care and Degree Apprentice as part of TfC’s ‘Grow you Own’ initiatives.
7. To work with Further Education Providers to explore alternative learning and development provision e.g. Master Classes.
8. To re-design and promote the progression pathway for Social Care.
9. To ensure that the Apprentice Levy is utilised where feasible for the fulfilling of mandatory training needs.
10. Support the administration of the ASYE programme, a 12-month programme to support newly qualified social workers. This will include working closely with the Recruitment & Selection Team to upload all new ASYE starters into a spreadsheet to ensure anyone who joins the ASYE programme is HCPC registered and is uploaded into the necessary portal.
11. Induction and assessment of the ASYE Social Work Programme, ensuring that any issues are effectively resolved and that ASYE’s are effectively supported to complete the programme.
12. Induction and assessment of the Step Up and Frontline Programme, extending support and assistance to students appropriately.
13. To facilitate student learning when in placement, enabling the student to apply theoretical concepts to their practice, through discussion, analysis, observation or other appropriate methods.
14. To facilitate the provision of sufficient appropriate learning opportunities within the placement to enable students to demonstrate required standards.
15. To represent the Company at Regional Organisational Development and Regional Workforce groups, ensuring that the Company maximises access to available training opportunities.
16. Coordinating the Practice Education standards and ensuring that the Company has sufficient Practice Educators in post to support and assess students.
17. Liaising with Higher Education Institutes (HEIs) to develop suitable ways of enabling students to meet learning outcomes.
18. Working flexibly and responding rapidly to the needs of the Director of Quality and Performance in order to meet the demands of the workload.
19. Delivering a high level of customer care.
20. Handling confidential information sensitively and appropriately.

**C. Additional Information/Other Requirements**

1. Other duties and responsibilities allocated which are appropriate to the grade of this post.
2. The post will be based within Together for Children’s Performance and Quality Directorate.
3. The post holder will be required on occasion to travel within the City as required to undertake the role.
4. The post will report to the Human Resources Manager..

**Statutory requirements:**

* In line with the Together for Children’s Statutory Requirements, all employees should:
* Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;
* Comply with the principles and requirements of the Freedom in Information Act 2000;
* Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;
* Use information only for authorised purposes.

**Person Specification**

Job Title: **Social Care Workforce Programme Manager**

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|  | **Requirement** | **Method of Assessment** |
| 1.  | Qualified Social Worker (registered with HCPC is desirable) | Application Form |
| 2. | Experience of assessing social work students  | Application Form Interview  |
| 3. | Experience of delivering and coordinating training to the Children’s Social Care workforce  |  |
| 4. | Knowledge of Child Protection and its application and experience in the assessment of students  | Application Form Interview |
| 5. | Specialist/professional knowledge and awareness of Social Work Professional Capability Framework (PCF) and the Knowledge and Skills Framework (KSF) and the Health Care Professions Council Standards. | Application Form Interview  |
| 6. | Making effective decisions which balance competing objectives and resources | Application Form Interview  |
| 7.  | Excellent communication skills with an ability to challenge where appropriate  | Application Form Interview |
| 8. | Commitment to Equal Opportunities | Application Form Interview  |

May 2019