



JOB DESCRIPTION

Young Adults Service Manager

Key Notes

Responsible to:	Head of Service
Responsible for:	Managing the Young Adults Service (YAS)
Location:	The Greenaway Wellbeing Hub, Matlock – working across Derbyshire and Derby City
Salary/Pension:	£30,283 per annum, pro rata to 35 full time hours/ £16.64 per hour (plus 3% pension contribution).
Hours:	30 hours per week (working pattern to be agreed on appointment)
Note:	This post is subject to an enhanced disclosure and barring check. You will be required to produce necessary identification documents to comply with the Home Office rules preventing illegal working.

Overall Job Purpose

1. To be an inspirational leader responsible for the overall management and delivery of the Young Adults Service (YAS).
2. To be an effective manager and team player that ensures high standards of service delivery that align to DFMH values.

Principal Tasks

- Effectively manage the delivery and operational activities of the YAS service.
- Liaise with the Head of Service to support service implementation and ongoing service improvements.
- Be responsible for the line management and ongoing supervision of staff and volunteers attached to the Young Adults Service.
- Lead on the recruitment, training, and continuous professional development of YAS staff and volunteers.
- Comply will all DFMH policies and procedures, and relevant legislation and laws.
- Oversee case allocation and support planning within the team, working closely with the Caseload Coordinator.
- Lead the development of co-production service modelling, including the development of the lived experience roles within the service.

- Develop effective professional partnerships internally and externally.
- Contribute to review and evaluation of service provision, ensuring continuous improvements.
- Collate and collate data for monitoring and reporting processes. Assist senior management to compile and provide reports for commissioners and partners as part of KPI monitoring.
- Participate in relevant multi-agency meetings e.g. service planning meetings, client review and conference meetings (chairing, facilitating and leading, when appropriate).
- Actively participate in relevant DFMH meetings and events.
- Support the Business Support Team to develop marketing and publicity campaigns in response to service need.
- Attend networking opportunities to promote and develop the service.

Other Duties

- In consultation with line manager to have primary and active responsibility for own continuing self development.
- To attend training days, courses and conferences, as determined by the identified training and development needs of the post-holder.
- To participate in regular Supervision and an annual appraisal meeting with the Head of Service.
- To undertake other duties when required, appropriate to a job at this level, and/or your range of competencies.