

# Gaddum



<b>Job Description:</b>	Placement Lead
<b>Accountable to:</b>	Head of Operations & Senior Leadership Team
<b>Responsible to:</b>	Head of Operations
<b>Reporting to:</b>	Head of Operations (12 months), Business Support Team thereafter
<b>Location:</b>	Gaddum House & other sites as required
<b>Salary:</b>	NJC SP27 £30,507
<b>Working hours:</b>	35 hours per week (flexible working to suit needs of the role)

## Context

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can, not only build resilience, but identify further risks and offer preventive support now and in the future. At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities.

Our aim is to empower and enhance the lives of people in Greater Manchester. We currently work in four Greater Manchester authorities, Manchester, Rochdale, Salford and Stockport.

## Job Summary

To build on the foundations of Student Social Work Placements, Volunteering (and other meaningful involvement) and Cross Organisation Induction programmes to provide stability, consistency and to ensure Gaddum over-delivers its organisational objectives.

Responsible for monitoring systems and processes in relation to placements, volunteering and inductions; developing areas of improvement to enhance our offer and embedding placements into the day-to-day work of the charity.

## Job Purpose

The postholder will be responsible for three key organisational areas:

- Student Social Work Placements: 60% of workload
- Induction Plan Coordination: 10%
- Volunteering Programme: 30%

The postholder will be responsible for coordinating, monitoring and reviewing the above functions. This will entail stakeholder engagement both with internal leaders and external partners. The role will involve a close working relationships and crossover workstreams with HR department, Health & Safety systems and compliance responsibilities.

# Gaddum



## **Main Duties and Responsibilities**

- Coordinate Student Social Work Placements:
  - Maintain relationships with key placement providers,
  - Practice Educate placements for their entirety at the charity,
  - Place students within teams and be the contact point for placements (both first and final Social Work Placements),
  - Write reports relating to the above.
- Ensure a continual and iterative induction process
  - Inducting all new starters (volunteers (if appropriate), students and staff) to all relevant systems – utilising experts across the organisation to deliver elements of the package,
  - Work closely with the Executive Assistant to ensure all new starters have the opportunity to meet with the organisation's senior leaders,
  - Work in partnership with HR to implement appropriate systems relating to e-learning and hand over to line management during induction,
  - Support the arranging of accounts, in partnership with the Business Support Team to enable new users access to the organisation's systems.
- Continue to develop Gaddum's volunteering offer:
  - Ensure the current programme of volunteering continues,
  - Scope up opportunities for development with the support of the Head of Innovation & Development.

## **Other duties and responsibilities**

- Report on the above areas as and when required by the Senior Leadership Team,
- Work with external and internal stakeholders to realise the Return on Investment (ROI) of the above programmes,
- Work with external education providers to expand the reach and scope of placements across the charity, delivering training and information to partners and develop new opportunities that may become open to the charity.

## ***Health & Safety, Quality and Other Compliance***

- To ensure compliance with Health & Safety systems across all sites,
- To support the Business Support Lead in their coordination the Health & Safety Risk Register; developing and ensuring the delivery of Action Plans where required and feeding in matters relating to placements and volunteering,
- To undertake audits as required by Higher Education Institutions to continue to provide placement opportunities,
- Ensure the coordination organisational mandatory training for Health & Safety for all teams and as part of induction process for new starters,
- Develop and maintain audit trails of induction training assigned to all new and current colleagues for Quality & Governance Purposes,
- Support the implementation of Policies & Procedures (new and existing) so as to standardise the best practice across the Charity.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should

# Gaddum



be remembered, however, that it is inevitable that, over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained, without changing the general character of the duties, or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures.

# Gaddum



## Person Specification: Placement Lead

Criteria	Essential	Desirable	Assessed
<b>Qualifications / Experience</b>	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>An ability to register with Social Work England as a Qualified and Registered Social Worker, suitable to practice in the United Kingdom.</p> <p>A Social Work Degree (BA or BSc) or other acceptable qualification (e.g. DipSW).</p> <p>At least two years' experience of support students, volunteers and other non-paid stakeholders in a service environment.</p> <p>Evidence of continuous professional development.</p> <p>Experience of working towards achieving compliance against professional frameworks.</p> <p>Experience of leading internal projects from instigation to completion.</p> <p>Proven experience of working within a project team to deliver Quality outcomes.</p> <p>Qualified Practice Educator or a willingness and eligibility to qualify in this area.</p>	<p>Educated to degree level or holds a relevant professional qualification or equivalent relevant experience.</p> <p>Experience of working in VCSE Organisation.</p> <p>Experience of Information Governance systems and processes.</p> <p>Current Registered Status with Social Work England (SWE)</p> <p>Stage 2 or Full Qualification in Practice Education.</p> <p>Qualification in delivering training to adults.</p>	<b>Application/Interview/Test documents</b>
<b>Skills &amp; Abilities</b>	<p>Independently motivated and the ability to inspire others to do the same in complex working environments (such as virtual and home working).</p> <p>Ability to lead on a programme of work in partnership with internal and external stakeholders.</p> <p>Ability to work in multi-disciplinary settings.</p> <p>IT competence, including Microsoft Office platform, databases and CRM systems.</p>	<p>Project Management Experience</p>	<b>Application/Interview/Test</b>

# Gaddum



	<p>Very well organised, able to prioritise and plan own work; take responsibility in decision making, and work to meet strict deadlines.</p> <p>Skilled in managing / holding to account those who are working remotely, including working with individuals who may not have a background in working unsupervised.</p> <p>Skilled in report writing and evidencing competencies against professional frameworks.</p>		
<p><b>Knowledge</b></p>	<p>A working understanding of the Professional Capabilities Framework for Social Workers and Social Work England Standards for Social Work.</p> <p>A working knowledge of safeguarding including the ability to support junior members of staff in safeguarding matters.</p> <p>Awareness of the current Social Work placement programmes of key placement providers in Greater Manchester.</p> <p>An understanding of Social Work in both statutory and non-statutory settings.</p>	<p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>Knowledge of Health &amp; Social care and VCSE sectors.</p> <p>Existing relationships with placement providers across Greater Manchester</p>	<p><b>Application/ Interview/ Test</b></p>
<p><b>Values and Personal attributes</b></p>	<p>A commitment to Gaddum values.</p> <p>A passion and commitment to promoting Equality &amp; Diversity.</p> <p>A solution focussed attitude to overcoming obstacles and the ability to support others to apply the same principles.</p> <p>Commitment to the continued professional development in Social Work</p> <p>A non-judgemental attitude.</p> <p>Flexible and positive work ethic.</p> <p>Ability to make decisions based on evidence-based judgement.</p> <p>Self-motivated.</p>	<p>Knowledge of Gaddum and its services.</p>	<p><b>Application/Interview</b></p>

# Gaddum



<b>Other Requirements</b>	Ability to travel independently throughout Greater Manchester as required.  Flexible approach to working hours to meet the needs of the organisation.	Good understanding of the areas of Greater Manchester.	<b>Application/ Interview</b>
---------------------------	---	--	-----------------------------------