

JOB DESCRIPTION: Director of Families Communities and Justice

Job Title: Director of Families, Communities and Justice
Location: Hybrid
Team/Directorate: Strategic Group
Responsible To: Chief Executive
Responsible For: Service Lead of Families and Communities & Head of Youth Justice
Salary Band: PS10

JOB PURPOSE

- Be a member of the Positive Steps (PS) Strategic and Leadership Group and represent the organisation on a range of local, regional and national bodies as required
- Provide strategic leadership and operational management of a range of delivery teams and activities within the Families, Communities and Justice Directorate
- Be the strategic lead for PS in relation to Families, Communities and Justice with key stakeholders.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Drive and oversee the directorate to ensure it is contractually compliant and meeting required outcomes
- Drive and oversee compliance in relation to all relevant legislation, quality standards and best practice to safeguard the directorate
- Develop and maintain strong relationships across relevant partnerships to promote sustainable growth within the organisation
- Provide strategic leadership to the families, communities and justice directorate to achieve its organisational goals
- Lead the sourcing and completion of bids for funding in relation to delivery of families, communities and justice to achieve sustainable growth
- Manage and monitor the directorate budget to support organisation financial sustainability

- Lead and manage the appropriate deployment of all human and physical resources to achieve effective delivery
- Drive and oversee relevant policies and procedures including safeguarding, health & safety and equality & diversity to ensure company compliance
- Develop organisational policies and procedures to ensure the legally compliant and effective running of the organisation
- Deputise for the Chief Executive where required
- Lead qualitative and quantitative data analysis to provide evidence, informing service delivery and ongoing improvement
- Collaborate to promote the overarching integrated services offer within Positive Steps to grow the organisation

Key Relationships – Internal & External

- External – Key funders, Commissioners, Government Ministers and MPs, elected members and chief officers of local councils, national and regional senior civil servants from a range of Government departments, regional and sub-regional strategic bodies, local partnership bodies, education providers, employers, trades unions and the voluntary, community and faith sector
- Internal – Strategic and Leadership members, staff and volunteers

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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	<ul style="list-style-type: none"> • Educated to degree level in a relevant subject area. • A minimum of Level 7 (or equivalent) in Leadership and Management or willing to work towards that qualification. 	
Experience	<ul style="list-style-type: none"> • Substantial experience of working at a senior level in the field of family, community or justice services • Extensive experience of managing and leading teams and individuals in line with HR policies and procedures • Substantial experience of planning, monitoring and evaluating your own and team members' work • Substantial experience of leading and developing performance and quality management • Substantial experience of partnership working at a strategic level • Significant and successful experience of fund raising and income diversification • Significant experience of communicating at a strategic level 	



	<p>through verbal and written presentations</p> <ul style="list-style-type: none">• Significant experience of preparing detailed strategic and business delivery plans• Substantial experience of budget and financial management• Significant experience of managing Service Level Agreements, Partnership Agreements and/or contracts for delivery of provision• Substantial success in promoting diversity	
Knowledge	<ul style="list-style-type: none">• Advanced understanding of family community and justice services• Understanding of project management principles• Understanding of political, economic and social landscape at local, regional and national level in relation to family, community and justice services• Detailed understanding of commissioning arrangements, including developing and writing bids• Detailed understanding of safeguarding legislation and guidance, implementation of Child Protection Procedures and the boundaries of professional relationships.	



Skills	<ul style="list-style-type: none">• Advanced communication and presentational skills, with the ability to communicate ideas, issues, systems and procedures successfully at all levels to a variety of audiences.• Highly developed skills in creativity and original thinking with the ability to develop practical solutions to problems• Highly developed inter-personal and team working skills, and a proven ability to form partnerships, and motivate, inspire and drive individuals.• Highly developed contract management skills• Developed skills in Microsoft Office and database systems• Highly developed ability to formulate policy based on the sound gathering and analysis of complex data.• Highly developed negotiating and influencing skills, with the ability to act as an effective and persuasive ambassador.• Highly Developed ability to engage individuals and organisations and broker successful partnerships.• Highly developed budget management skills	
Personal attributes	<ul style="list-style-type: none">• Sound judgement and awareness of political sensitivities.• Ability to manage the directorate through the phases/challenges of its development.	



	<ul style="list-style-type: none">• Resilient and able to work independently as required• Sound professional and tactical judgement and the ability to establish priorities and principles.• Commitment to Positive Steps vision and values	
Additional requirements	<ul style="list-style-type: none">• Prepared to work flexibly to meet the needs of customers and the organisation• Able to travel throughout the region and at times the country.• Occasional weekend working required.• Enhanced DBS required	

