

# Regional Manager



**Hours of work:** Full Time, 36 hours per week

**Location:** South

**Department:** South

**FTE salary details:** £34,178—£40,712

**Advertising end date:** 1st October 2018

**Office location:** Can either be based at Basingstoke or Waterlooville

As a Regional Manager you will lead and manage services that help support disabled children, or young people and their families.

This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit [www.kids.org.uk](http://www.kids.org.uk).

**Our vision is a world in which all disabled children and young people realise their aspirations, and their right to an inclusive community which supports them and their families.**

# What We Do



KIDS are a national charity, founded over 47 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

*“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”*

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff.

KIDS provides over 120 different services and works with 80 local authorities throughout England. In 2017 – 2018, we supported over 15,000 disabled children, young people and their families.

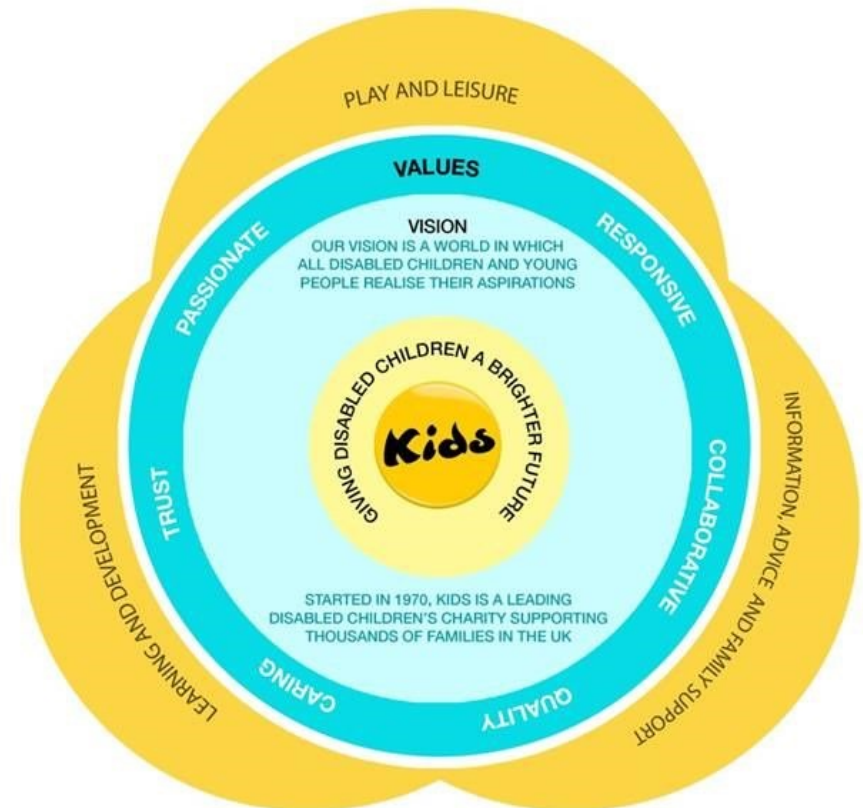
## Our values

- We are passionate
- We are collaborative
- We believe in quality
- We are responsive
- We are caring
- We are trusted

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit <https://www.kids.org.uk/>

Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.





# What You Can Expect



## Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS is a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



## Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Strong sense of achievement from doing meaningful work
- Generous holiday pay
- 24 hour helpline to deal with safeguarding issues

**‘Being given the opportunity to make a positive impact on a young person’s life’ - Ollie, Assistant Practitioner**

# Safeguarding



**KIDS Safeguarding Board acts in an advisory capacity to monitor and continuously improve safeguarding practices throughout the organisation. To read our safeguarding policies, please click on the links below:**

[Safeguarding Children and Young People Policy](#)

[Safeguarding Vulnerable Adults Policy](#)

[Disclosure and Barring Service Policy](#)

KIDS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

As part of our commitment to safeguarding KIDS has a safeguarding board with representatives from all parts of the organisation. The board meets regularly to review policy and practice as well as to disseminate learning and good practice. KIDS has a designated safeguarding lead at director and at trustee level.

KIDS follows safer recruitment principles and all staff and volunteers working with children, young people or their families have DBS checks, regular supervision and also safeguarding training.

We work closely with families and co-operate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young person's wellbeing. We recognise that whilst not all risks can be eliminated, we must operate in an atmosphere of safe uncertainty. This means that children and young people must feel secure and safe in the face of reasonable risks, but should never be knowingly or unknowingly put in a position of significant harm or abuse.

# Job Description



## Overall Purpose of Role

The Regional Manager will lead and manage a variety of contracts within the South Region. Participating in the development and improvement of services as directed by the Regional Director and other Senior Membership team (SMT) to ensure KIDS delivers its strategic objectives.



## Working Context

You will be required to participate in a telephone on-call rota for evening and weekend responsibilities

There is extensive travel within the region

You will be required to perform tasks as required commensurate with your grade and experience

Your role will be subject to an Enhanced DBS check

Your role will involve working in a regulated activity

## Key Relationships

- Required to report to the Regional Director.
- Support the SMT and Board of Trustees in the broader management and as well as strategic direction of KIDS, may be required on occasion to attend or present at SMT or board meetings.
- Various KIDS employees, sessional workers and volunteers within the region, and working collaboratively with other Regional Managers across KIDS.
- Liaise effectively with KIDS central Finance, HR, ICT, and Fundraising teams.
- Work as a proactive member of the KIDS management team by supporting others in areas of expertise and sharing best practice with other regions.
- Develop and maintain collaborative working partnerships regionally, assisting in securing the viability of the region. To participate in the promotion and marketing of KIDS to public authorities, partner organisations and other key stakeholders.



# Key Responsibilities



The Regional Manager will work collaboratively alongside the Regional Director in providing leadership on the region's strategic direction. This includes:

- Supporting the Regional Director with the implementation of business plans for the region, ensuring any new development is in line with the business plan and the overall aims and objectives of the region.
- To be responsible for the management of all designated operational areas within the region using resources effectively and ensuring action is taken to keep expenditure within the budget allocation.
- Working closely with coordinators and service managers to ensure each service budget is established and agreed prior to the start of each financial year, ensuring no unauthorized expenditure is incurred and to undertake corrective actions where necessary. Ensuring all resources that have been allocated to the work are effectively managed, offering value for money and focus on meeting key objectives.
- To effectively undertake the operational management of service contracts held by the region with commissioning public authorities and individuals, liaising regularly with relevant commissioners, contractors and service users or their representatives, as well as identifying opportunities for developing the work of the Charity's strategic plans.
- To participate in the tender application process for all new and existing services within the region.
- To undertake effective monitoring of the standards of care, support and management in all allocated services, ensuring all statutory and contractual requirements are met and regularly audited.
- To support senior regional staff on complex performance management issues and serious disciplinary investigations and meetings.



# Key Responsibilities



**‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner**

## Safeguarding Policies and Procedures

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. To work within the standards required by relevant regulatory bodies.
3. To ensure that the safeguarding and risk for each child or young person is reviewed regularly.
4. To safeguard the health, wellbeing and safety of the children and young people, and if any concerns arise, to immediately report any concerns in line with KIDS policies and procedures.

**KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.**

## Other Responsibilities

- You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs or data without written permission unless agreed by your Line Manager/ equivalent as part of the execution of your normal duties.
- Keep abreast of key policy and good practice in relation to services for young people and children with disabilities and assist in the development of specific policies and procedures to further this aim. Ensuring their implementation throughout the region.
- Ensure recruitment and selection, induction, staff supervision, performance management, training and development is undertaken in order that staffing resources continue to meet the changing needs of service users.
- Accurate records and reporting procedures are met across the full range of KIDS services in the region.
- Attainment of high professional standards of practice and safeguarding in all KIDS work with disabled children, young people and their families.
- OFSTED and CQC regulated services meet and exceed the minimum standards required.
- CQC Registered Manager for the region. Evidencing and maintaining the mandatory requirements for this registration as a regulated activity.

# Key Responsibilities



## Other Responsibilities

- To undertake effective monitoring of the standards of care, support and management in all allocated services, ensuring all statutory and contractual requirements are met and are regularly audited.
- To share the responsibility for ensuring the organisation stays in touch and synchronised across the country.
- To support and develop the regional team strategically, and provide advice and guidance on the operational management of their projects. Provide specialist advice and guidance to direct reports as required, ensuring best practice in the field of disability is adopted throughout the region.
- Promoting collaborative working relationships and effective communications between teams, regionally as well as centrally ensuring the effective implementation and communication of all relevant KIDS policies and procedures.
- To provide leadership and motivate staff to ensure that management responsibilities are delegated appropriately throughout the line management structure.
- Implementing agreed quality monitoring systems in all services and respond appropriately to the results ensuing regular audits are undertaken of these systems.
- Regularly harnessing the views and experiences of disabled children, young people and their parents into the planning and delivery of KIDS services.
- To ensure that KIDS supporters in the region, past, current and future users and others, are effectively and appropriately engaged in the support of the charity.
- In cooperation with the Central Office, to monitor all health and safety and DDA legislation, buildings and equipment insurance, fire regulations and other legal requirements.



# Person Specification



## Proven Ability

To be able to carry out this role we would expect you to have the following characteristics:

- Proven ability in service planning, delivery, ensuring compliance with statutory contract and quality standards and monitoring & evaluation within a relevant context, such as a voluntary or community organisation, health, education or social services.
- Ability to develop the teams work strategically as well as providing advice and guidance on operational management of their projects.
- Strong financial skills. A proven track record of successfully managing comparable budgets and resources.

The following characteristics are not essential, but are desirable for this role:

- Proven ability of leading a staff team of comparable size and complexity.
- Proven ability in successful strategic planning, service development and partnership working.

## Education/Qualifications

Educated to Degree or NVQ level 5 as a minimum.

## Other Requirements

A qualification in management/business and/or finance, social work or nursing.

Evidence of continuing professional development.



# Person Specification



## Knowledge, Skills and Personal Attributes

To be able to carry out this role we would expect you to have the following characteristics:

- Understanding of the commissioning and contracting environment and a level of commercial acumen.
- Ability to influence and negotiate at a strategic level with commissioners, funders and regulators of services.
- A demonstrable commitment to equality of opportunity and inclusion.
- Knowledge and ability to put in practice the principles of safeguarding children and vulnerable adults.
- Ability to manage, prioritise and balance a demanding workload.
- Strong analytical and interpersonal skills.
- Ability to inspire, motivate and performance manage a geographically dispersed team.
- Self-motivated and able to work independently with minimal direct supervision.
- Highly competent in the use of Microsoft IT packages.
- Highly effective written and verbal communication skills.
- Ability to demonstrate deep empathy with the organisational mission.

## Desired Knowledge, Skills and Personal Attributes

Experience of inputting into or completing successful tenders for public sector contracts.

Knowledge of and experience within the children's disability sector.

Experience of change management and taking a team through significant changes.

