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**Job Application Pack**

**Job Title**

Head of Programmes

Salary

£38,700pa

**Hours**

36hrs to be worked Flexibly

**Location**

Charity office and hybrid

**Reports to**

CEO

Key Information

**Head of Programmes for Bexley Moorings projects**

**Leading Change for Vulnerable Youth**

Bexley Moorings Project is seeking a dynamic, compassionate, and visionary Head of Programmes to lead the daily programmes of our organisation in its continued growth and development. As a vital part of our community, Bexley Moorings Project provides essential support to vulnerable and isolated young people and their families. Working closely with an established staff team, we deliver one-on-one and group support, as well as learning opportunities tailored to the individual needs of families.

**About Us**

At Bexley Moorings Project, we have successfully supported over **320** families in the past year, fostering resilience and confidence through our bespoke programmes. Our dedicated team, including both paid staff and volunteers, is committed to building individuals' confidence, helping them identify new skills, and establishing resilience in the face of challenges. We work in close partnership with local community organisations, health providers, and council colleagues coupled with a strong focus on collaboration with families to provide supportive and facilitating services.

**Role Description**

As Head of Programmes, you will be the driving force behind our mission, responsible for overseeing our projects, ensuring operational excellence to empower young people and their families to be the best they can be. This role requires a leader with a proven track record in organisational management, creative thinking, and highly effective planning. Internally, you will foster a positive, inclusive, and productive organisational culture.

**Main Purpose of the Role**:
To lead and manage the daily programmes for Bexley Moorings Project, including safeguarding, community engagement, and volunteer management. The role also includes overseeing befriending programs, EBSA (Emotionally Based School Avoidance) projects, and PR activities and community engagement events related to all services.

**Main Duties**:

* Undertake effective case management and EBSA.
* Manage referrals, CBTS case management, allocation, and monitoring.
* Lead befriending programs for children.
* Serve as the safeguarding champion for all services.
* Manage community development projects and volunteers for all services.
* Liaise with CEO, PR and managerial activities related to all services, including the Social Skills Group & EPEC (Empowering parents, Empowering Communities)
* Any other work deemed necessary to support the business
* Line Manager responsibilities for 7 Staff

**Specific Duties**:

* Oversee case management processes, manage referrals and allocations, and provide guidance to staff on safeguarding matters.
* Conduct team meetings to discuss case statuses and safeguarding issues, review volunteer activities, and engage with community partners.
* Prepare and review reports on case management and safeguarding, assess community development initiatives, and update PR strategies.

**Knowledge, Skills, and Experience Required**:

* **Knowledge**:
	+ Strong understanding of safeguarding protocols, community development principles, and EBSA methodologies.
	+ Knowledge of all services management, including effective referral and case management processes.
	+ Familiarity with volunteer management and community engagement strategies.
* **Experience**:
	+ Minimum of 5 years of experience in a similar role, children's services, community engagement, and volunteer management.
	+ Proven track record in handling case management and leading befriending programs.
	+ Experience in non-profit management, specifically related to all services and community outreach.
* **Qualifications**:
	+ Degree in Social Work, Child Development, Psychology, or a related field desired, or equivalent Experience
	+ Certification in safeguarding essential, with a preference for additional certifications in child-focused interventions.

**Competencies (in order of importance)**:

1. **Leadership**: Ability to lead multiple programs, staff, and volunteers effectively.
2. **Communication**: Strong verbal and written communication skills to work effectively with children, families, staff, and community partners.
3. **Safeguarding Expertise**: Solid knowledge of safeguarding principles and practical application to ensure all safety.
4. **Community Engagement**: Experience with community development and volunteer coordination to support all services.
5. **Time Management**: Ability to manage multiple projects simultaneously, ensuring timely delivery of all services.
6. **Organisational Skills**: Ability to manage multiple tasks, plan programs, and maintain operational efficiency.
7. **Empathy**: Strong empathy and understanding of the needs of children, families, and community members involved in all services.

**Join Our Team**

Thank you for your interest in joining the Bexley Moorings Project team. As a charity, we rely on the dedication and passion of our staff to make a difference in the lives of those we support. If you are a passionate leader ready to make a meaningful impact on the lives of young people and families, we invite you to apply and join our dedicated team.

**Equality, Diversity, and Inclusion**

Bexley Moorings Project strives to be a diverse and inclusive place where everyone can be themselves. We are committed to equality of opportunity for all staff, encouraging applications from individuals regardless of age, disability, gender, sexual orientation, race, ethnicity, religion, or belief.

**Further Information**

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email kay@bexleymoorings.co.uk with a suitable time to receive a call back.

**To Apply**

Please complete the attached application form, with a supporting statement of no more than 2 A4 pages and return it to info@bexleymoorings.co.uk, addressed to Kay Skelton, by 12 September. Please note we reserve the right to close the applications sooner if necessary.