

Job Description

Job Title:	Head of Team (PRD)
Service:	CoramBAAF
Project:	Policy, Research & Development Team (PRD)
Reporting to:	Managing Director, with a strong dotted line into the Director of Policy, Research and Development
Management Responsibilities:	Fostering, Adoption, Kinship, Legal and Health Consultants, Member of CoramBAAF Management Group
Salary:	£55,000 - £58,000 per annum
Contract:	Permanent, 4-5 days a week

Coram & CoramBAAF

About Coram

Coram is committed to improving the lives of the UK's most vulnerable children and young people. We support children and young people from birth to independence, creating a change that lasts a lifetime.

Coram is the UK's oldest children's charity founded by Thomas Coram in London helping vulnerable children and young people since 1739. Today, the Coram group helps more than one million children, young people, families and professionals every year by providing access to the skills and opportunities they need to thrive.

About CoramBAAF

CoramBAAF is the leading professional membership body in the UK for family placement policy and practice development. It is dedicated to improving the experiences and outcomes of children and young people in care by supporting the UK wide community of practice and agencies that work with them. CoramBAAF supports and represents members, champions best practice and provides high quality policy and practice guidance, advice, training and resources.

This role coordinates the work of the PRD team. It provides supervision and leadership to the Consultants who provide direct support to member agencies. The role also supports the team in the development of practice guidance from an interdisciplinary perspective, working closely with the Director of PRD to ensure sector specific guidance and insight. It also leads on communication with colleagues in other teams to support the work of the organisation and ensure members' voice is at the heart of policy and practice development.

Purpose of the Role

Working closely with the Director of PRD and the Managing Director, the role is instrumental in ensuring the PRD team together delivers high-quality, well-targeted consultancy, practice and policy development support to member agencies and advance positive outcomes for children in and around the care system, informed by the sector expertise and experience from the team and the Director of PRD. It leads on coordination and communication within the PRD team.

Main Duties and Responsibilities

- Work with colleagues in the PRD team to deliver high-quality, well-targeted policy and practice development activity based on membership requirements and key priorities, in close collaboration with the Director of PRD.
- Oversee the team's planning and communication, including horizon scanning, stakeholder mapping, relationship development, and developing and implementing influencing plans for long-term and reactive activity.
- Oversee and deliver, as directed by the Managing Director/Director of PRD, a wide range of outputs for key audiences including policy reports, briefings, blogs, consultation responses, statements, digital and social media content.
- Develop and agree evidence-based policy positions on the key issues on children in care and family placement practice, working closely with the Director of PRD, colleagues across the organisation and informed by meaningful engagement with our members and key external stakeholders.
- Write practice guidance, briefings and reports as required on an evidence and data informed basis, identifying trends and effectiveness against KPIs.
- Provide structured support, supervision and management for the consultants in the PRD Team, including planning and managing work programmes, and identifying training and development needs, quality and safeguarding assurance.
- Support and coordinate CoramBAAF's responses to significant policy or other major announcements, working with the Director of PRD, other colleagues in CoramBAAF and across the Coram group as required.
- Represent CoramBAAF with senior external stakeholders, including in the media.
- In collaboration with the Director of PRD and other team colleagues, set the agenda for and deliver CoramBAAF's policy and practice forums, maximising relevance and engagement.
- Identify, support and co-ordinate partnerships that supports our aims and objectives, including national and international collaboration on relevant strategic issues and engagement.
- Work closely with colleagues across the organisation to communicate and deliver CoramBAAF's strategic plan, maintain and strengthen our reputation, including contributing to the strategic development of CoramBAAF's membership services such as events and publications.

- Work with the Director of PRD, the Managing Director and Coram's Commercial Director to identify project and funding opportunities, prepare applications, provide timely and effective reports as needed and act as project manager if/where assigned.
- Any other duties as required within competence, including regular attendance on site/multiple locations across the UK and flexibility to attend events/activities.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/General Data Protection Regulations (GDPR)

Person Specification

Qualifications, Skills and Personal Attributes

Qualifications/Experience

- Registration with the HCPC, or equivalent experience in a similar field.
- An established track record in child placement issues in practice leadership, policy or research.
- At least three years' experience at management level in a relevant statutory or voluntary organisation including experience of managing people, developing new business and achieving key performance targets.

Knowledge and Skills

- Up-to-date knowledge of developments and current good practice in child placement services with advance level knowledge to act as lead consultant in a key area.
- Excellent understanding of the development and dissemination of practice policy issues in child placement and of the UK political and policy environment.
- A proactive and creative approach to the development of service capacity and application of practice policy with an ability to identify/exploit external opportunities.
- Experience of commissioning and managing projects including budgets.
- Strong relationship building, influencing, and management skills and the credibility to deal at senior level with external organisations, agencies, and partners.
- Understanding of service user involvement, equality and diversity dimensions and ensure an inclusive and engaging approach.
- Experience of developing feedback processes across systems.
- An understanding of central and local government structure and the voluntary and independent sector within which family placement services are delivered.
- An understanding of the children's social care sector and experience of developing systems, policy and processes that support social work practice.
- Strong interpersonal skills including empathy, the ability to negotiate and influence successfully, and tact and diplomacy when dealing with sensitive and confidential issues.
- Curiosity and strategic thinking, with the ability to analyse and solve complex problems and consider an issue from multiple perspectives.
- Excellent organisation, prioritisation, and project management skills.

- Established management skills in supervising performance and development of advanced level staff to deliver flexible services and achieve customer focus and satisfaction.
- Excellent verbal and written communications and presentation skills with the ability to tailor communications to specific audiences and inspire, influence and advocate for change.
- Commitment to the implementation of Coram's equal opportunities policies and procedures.