

**Directorate:** Children, Young People and Education  
**Unit/Section:** Early Help & Preventative Services  
**Grade:** KSI  
**Responsible to:** Integrated Children's Service Manager

**Purpose of the Job:**

To lead and manage the work of an Early Help Unit operating across units in one district of Kent, or units within the adolescent service, delivering early help interventions and targeted support to vulnerable children, young people and their families.

Hold oversight of active cases and case records, manage workloads, supervise staff and develop a culture of mutual support and creative thinking to achieve improved outcomes and maintain cases outside of more specialist interventions.

**Main duties and responsibilities:**

1. Lead and manage the work of one Early Help Unit, comprising a range of Early Help Professionals who complete comprehensive assessments and deliver early help interventions and targeted support to vulnerable children, young people and their families who frequently present complex problems and challenges. These interventions and support will be designed to avoid the need to engage more intensive interventions from Children's statutory Social Work services , as well to support those children and young people who have been stepped down from previous periods of statutory support.
2. Provide line management, professional supervision and expert advice to all practitioners within the Unit, including oversight of case management, and draw in wider expert support where required. Develop a strong team approach which draws out the best in staff and delivers solution focused approaches. Manage the workload of Unit practitioners, taking into account the need to prioritise tasks and responsibilities.
3. Work closely with colleagues in the Unit and local Children's Social Work Teams to devise and implement interventions and programmes with young people and their families in various settings including school, college, family homes, youth clubs and other relevant community facilities. Assess and balance risk, vulnerability and protective factors to safeguard and promote the welfare of young people and staff.
4. Work with the relevant Service Manager to ensure the delivery of excellent, innovative services and champion the KCC vision to ensure the delivery of timely and effective Early Help services for young people. Keep up to date with

research knowledge of interventions relevant to child development, adolescents and families, social learning theory and systemic approaches; play a key role in identifying, disseminating, integrating and promoting excellent evidence-based practice.

5. Establish rapport and build a respectful, honest, challenging and supportive relationship with young people including those who may previously have had little contact with services and may be hard to reach. Communicate effectively with young people and their families, ensuring that their views are heard, recorded accurately and, wherever possible, acted upon using a range of tools.
6. Identify targets for improvement in line with the business priorities set out in Children and Young Persons Vision and Priorities , designed to achieve excellent outcomes.  
Tie all work to observable or measurable indicators of success and take action to ensure progress of those indicators.
7. Work with commissioned providers, where applicable, to ensure a seamless provision of services across the district.
8. Ensure that all Unit staff have the appropriate level of safeguarding training, and that relevant safeguarding policies are in place. Follow statutory guidelines and local child protection procedures for joint working. Provide or organise training where appropriate. Share information about young people with other agencies in order to manage risks to others, to safeguard them and promote their welfare in line with the requirements of all relevant legislation.
9. Recruiting, leading, managing and provide supervision where appropriate to Early Help staff to ensure that all staff are working towards improving and delivery high quality Early Help services.
10. The post holder will be expected to work flexibly within a specific geographical area and across the 0-25 age range, including evening, weekends and during school holiday periods; this will be co-ordinated by the relevant Service Manager as required.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council  
Person Specification – Early Help Unit Lead

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	<p>Relevant degree or related Level 5 or above professional qualification e.g. Degree in Social Work, Foundation Degree in Youth Work, Diploma Level 5 in Youth Work, Post Graduate Certificate of Education etc and/or extensive relevant experience</p> <p>Management Qualification or willingness to study and/or extensive relevant experience</p>
<b>Experience</b>	<p>Significant experience within a Social Care, Health or Education/Youth Work setting</p> <p>Extensive experience of case management</p> <p>Experience of professional supervision and line management</p> <p>Experience of working effectively in partnership within multi-agency setting.</p> <p>Experience of budget and resource management.</p> <p>Experienced and skilled in using Quality Assurance systems</p>
<b>Skills and Abilities</b>	<p>Ability to lead, manage and motivate a team</p> <p>Ability to develop creative approaches to resolve complex problems</p> <p>Excellent negotiation skills, with the ability to communicate and collaborate across a wide range of individuals</p> <p>Effective working relationships, including the ability to work collaboratively with the local community and partners</p>

	<p>Ability to interpret information and data from a variety of sources</p> <p>The ability to work to tight deadlines with limited resources and to prioritise workload effectively</p> <p>Able to work on own initiative</p> <p>Ability to manage budgets</p> <p>Ability to travel on a regular basis between sites</p>
<b>Knowledge</b>	<p>Knowledge of Early Help and Prevention, and an understanding of relevant legislative and policy frameworks which impact on the service</p> <p>Understanding of child development</p> <p>Excellent knowledge and understanding of Safeguarding policies and procedures</p> <p>Knowledge of governance arrangements for Early Help</p> <p>Knowledge of diversity and equal opportunities issues in relation to both staff and young people</p>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their</p>

	<p>decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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