



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Job Pack

Team Manager (ZAZI)

Working with young black people and people of colour

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **Sunday 12th of December at 11.59pm** and interviews will be held on **20th December** in-person. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Shanade Stannard** - shanade@otrbristol.org.uk

Role Summary

Job Title	Team Manager (ZAZI)
Salary	OTR Band C - £27,924 - £35,784 Starting salary £27,924
Hours	37.5 per week
Contract	Permanent
Leave	Flexible - our basic entitlement is 28 days (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need
Pension	With The People's Pension - 3% employer contribution on qualifying earnings
Location	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH and in locations across Bristol and South Glos
Accountable to	Director of Operations

Job Purpose	<ul style="list-style-type: none"> ● To manage, coordinate, develop and lead OTR's offer to young black people and people of colour across Bristol and South Gloucestershire. ● To engage and collaborate with local, regional and national stakeholders on relevant issues and rights for young black people and people of colour, providing leadership and influence on matters of social policy, professional practice and service design. ● To provide training, consultation and resources to external agencies where appropriate. ● To support the development of other OTR services, supporting their accessibility and ability to deliver outstanding support to young black people and people of colour.
Key Relationships	<ul style="list-style-type: none"> ● ZAZI staff and volunteers ● CEO ● Team Managers ● Director of Operations ● Grant holders ● Local, regional and national stakeholders in the VCS, education, health and social care ● OTR staff and volunteers ● MHST Managers

Role Description

Management	<ul style="list-style-type: none"> ● To provide day-to-day operational and line management to Community Development Workers (ZAZI) and allied volunteers as appropriate, managing individual and group performance and activity. ● To project manage any new initiatives/projects emerging under this programme of work. ● To provide in-house and external leadership on issues of youth, rights and mental health for young black people and people of colour. ● To work with the Director of Operations, CEO and Fundraising Manager (Trust and Foundations) on the development of funding opportunities that may be of interest to OTR and ZAZI. ● To lead on recruitment to the service in order to ensure the community needs will be met. ● To work across OTR with other staff and volunteers to support the development of our work more broadly ensuring we are culturally competent in both our offering of high quality services to young people and our offer to our staff and volunteers as an employer.
Supervision & Safeguarding	<ul style="list-style-type: none"> ● To provide high quality supervision and line management for staff and volunteers in both group and one-to-one contexts. ● To act as the de facto safeguarding lead for OTR young people accessing ZAZI, ensuring at-risk children and young people are flagged and supported, as consistent with local protocols and internal policies and procedures. ● To contribute to OTR in-house training and provide external training and consultancy on the issues and rights of young black people and people of colour. ● To attend regular supervision with the Director of Operations as agreed. ● To provide line management support to trainee Wellbeing Practitioners based within the team.

Monitoring	<ul style="list-style-type: none"> • To ensure all service activity is monitored accurately and thoroughly on IAPTus, consistent with the contracted Key Performance Indicators (KPIs). • To ensure the service delivers and reports against contracted outputs and outcomes, highlighting any performance issues as appropriate. • Quarterly team auditing and reporting.
General	<ul style="list-style-type: none"> • To engage in training and development appropriate to the role. • To commit to the core values of OTR, including young people's empowerment and participation. • To ensure all service activity is monitored accurately and thoroughly on IAPTus, consistent with the contracted Key Performance Indicators (KPIs). • To ensure the service delivers and reports against contracted outputs and outcomes, highlighting any performance issues as appropriate. • To represent OTR professionally and accurately to all external stakeholders. • To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding. • To ensure all paper and electronic personal records are managed and stored safely at all times. • To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Demonstrable and relevant education and learning in line with the requirements outlined within the role. • Evidence of ongoing professional development. 	<ul style="list-style-type: none"> • A recognised degree in youth and or community work/development, social work, sociology, or related discipline. • A recognised qualification in clinical supervision.
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working with black young people and young people of colour. • Experience supervising practitioners working with young people. • Experience managing people. • Experience of managing safeguarding, confidentiality and risk. • Experience developing and delivering high quality training. • Experience of multi-agency working and partnership working. • Experience of contract management and implementation. • Experience of organisational change and development. 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector. • Experience of clinical audit. • Experience of digital case management software.

Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of the issues and pressures facing young black people and people of colour and their communities. • Excellent knowledge of safeguarding best practice. • Good working knowledge of local services for young people, safeguarding and health care pathways. • An excellent understanding of anti-oppressive practice and equalities issues. 	
Skills & Abilities	<ul style="list-style-type: none"> • Ability to effectively supervise and engage formatively with practitioners and students. • Excellent leadership skills with the ability to lead a diverse team with a range of skills and needs. • Excellent and demonstrable project management skills with the ability to deliver contracted outcomes on time and budget. • Excellent organisational skills and the ability to prioritise and manage a demanding workload. • Ability to engage critically with the work and the field of mental health. • The ability to negotiate and apply ethics in practice. • Strong IT skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Collaborative and diplomatic. • Supportive and encouraging. • A demonstrable commitment to personal growth and development. • Resilient; able to model good self care. • Values-led with a personal commitment to equality, diversity, social justice and change. • A strong personal interest in and commitment to the mental health and wellbeing of children and young people. 	
Other	<ul style="list-style-type: none"> • Ability and willingness to travel as required. • Willingness to work flexibly, including some evenings and weekends. 	<ul style="list-style-type: none"> • A full, clean driving license.

About us

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none">- We believe that our offer should be inclusive of all cultures and identities- We believe that young people have unique strengths, interests and circumstances- We believe that the world around us impacts our wellbeing- We believe in placing young people at the heart of our work- We believe in innovating and evolving to improve our offer for young people- We believe that relationships are what make the difference- We believe in the power of partnerships	<ul style="list-style-type: none">- Collaboration- Diversity- Learning- Sharing- Participation- Self-efficacy- Self-care- Transparency- Agency- Creativity- Social Action- Pragmatism	<ul style="list-style-type: none">- We're accommodating- We're integrated- We're thoughtful- We're supportive- We're open- We're resourceful- We're resilient- We're communicative- We're independent- We're imaginative- We're motivated- We're adaptable