



LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

JOB DESCRIPTION

POST TITLE: Sufficiency, Sector Support and Projects Team Manager

Grade: ME15

DIVISION/SECTION: Early Years, Family Wellbeing and Early Help

Location: Civic Offices/HAF settings in holidays and home working as agreed

Responsible to: Service Manager

Responsible for:

- Staff between 3 – 7 1 x ME 12 Early Years Advisor, 1 x ME9 Early Years Officer, 1 x ME9 OOS/HAF Officer grant funded staff as projects develop
- Working with a range of partners to influence the market place
- Sufficiency – child care, early years, out of school, holiday and food
- Sector Support improvement, training and development
- Budgets up to £700,000

Post number:

Date: March 2022

1. MAIN PURPOSE

1. To be responsible for the delivery of a range of statutory duties, services and associated guidance, strategies and plans, linked to children and young people, including those with SEND.
 - Childcare sufficiency and community based shortbreaks and holiday and food (HAF) provision (play/leisure/youth)
 - Early years provision free of charge, across schools, private, voluntary, independent schools and child-minding sector
 - To ensure co-production with partners and early years and childcare/out of school providers
 - Provision of information and advice for providers
 - Provision of training and sector support

- To manage the Advisory Service staff, supporting good quality, flexible provision that is available locally to families and children with SEND
2. Under the direction of the service manager to contribute to the establishment and development of sustaining partnership relationships with a range of services and organisations both locally and nationally to improve, the well-being of children and young people and reduce inequalities between them. This will include, but not exclusively:
 - Leaders of schools
 - Private, Voluntary/Community and independent education/leisure/youth/childcare/play/community shortbreak and HAF providers across a wide age range
 - Public Health
 - Service Users
 - Public/social sector providers i.e. DWP, Housing
 - National/regional organisations e/g Greater London Assembly/Mayor's Office, NDNA, PACEY/Central government and partners
 3. Under the direction of the Service Manager lead on the delivery of a range of initiatives, pilots, programmes and projects in the areas of :
 - Sufficiency
 - Childcare/out of school/holiday provision (including SEND and registered and non-registered provision for children and young people, including the Holiday and Food programme)

2. Main Duties and Responsibilities

2.1 To take the lead for various work streams, projects and programmes, ensuring that conditions of grant funding, reporting and delivery of project/pilot aims can be met, to include the following:

- Development and delivery of programme/project plans
- Development of clear processes for distribution of grants in accordance with financial regulations, and overseeing a small grants programme
- Management, monitoring and reporting of grant funded budgets up to approximately £700,000
- Development of communication plans so that, stakeholders and partners/sector providers know what is available and take up is high for various support i.e. training, surveys, funded places, organisations delivering the HAF programme
- Development of stakeholder groups and support for small grant providers
- Evaluation of the programme activity, ensuring service user feedback
- Collection and monitoring of participation in line with reporting requirements, data returns and GDPR

- 2.2 To provide expert knowledge across assessing sufficiency, partnership working across a diverse provider base, production of strategy, service improvement and delivery of action plans
- 2.3 To lead on the sufficiency assessment, ensuring a demand and supply analysis that includes funded early education, childcare, out of school and short breaks, producing recommendations and an action plan to the various boards/partnerships i.e. Children and Young People Partnership.
- 2.4 To be responsible for the production of the associated guidance linked to the delivery of funded early education and manage non-compliance in relation to terms and conditions
- 2.5 To secure the involvement of providers and service users to ensure that their views inform decisions and the shaping of service delivery through a range of methods to gather views
- 2.6 To establish and coordinate the delivery of the strategic partnership forums. These forums key focus will be to act as a consultative group and where needed to support the delivery of the range of programmes. Examples of these are:
- HAF Steering Group
 - PVI Managers and School Forum Rep Group (0-5)
 - Childminder Group (0-8)
 - Early Years, Childcare and Out of School Activities Partnership (0-18)
- 2.7 To work in partnership with key stakeholders across a wide provider base and across private, state and voluntary sector to include, but not exclusively:
- Leaders of schools
 - Private, Voluntary/Community and independent education/leisure/youth/childcare/play/shortbreak providers across 0-25 age range
 - Public Health
 - Service Users
 - Public/social sector providers ie DWP, Housing
 - National/regional organisations e/g Greater London Assembly/Mayor's Office, NDNA, PACEY/Central government and partners
- 2.8 To be responsible for information to and advice for providers in accordance with local priorities and statutory duties. This includes ensuring providers that deliver childcare to 0- 14s and up to 18 for SEND, have relevant information to run their services safely and in accordance with best practice and /or statutory guidance
- 2.9 To manage a team of Advisory staff and direct services which may change in response to statutory requirements, funding opportunities, and projects.

2.10 To act as the named Holiday and Food Co-ordinator in accordance with grant conditions and in the relevant duties above:

- Report to the local steering group to oversee implementation and delivery of the programme.
- Support selected HAF activities providers to meet DfE framework of standards for delivery, including safeguarding requirements, provision of meals that meet the school food standards and promotion of health and wellbeing to narrow the gap.

1. GENERAL – Senior Managers (ME 11 and above)

1. To ensure all services are delivered within the parameters and desired outcomes for the Council's priorities and key performance indicators.
2. Lead and develop strong, forward thinking partnership arrangements with external bodies from the public and private sector locally, regionally and nationally to engage others in supporting, improving and sustaining inclusive quality early years and childcare practice which impacts positively for children/young people and families, targeting resources as identified
3. To line manage staff including overseeing recruitment, induction support and supervision and appraisal.
4. To manage budgets and resources in line with financial regulations, finance policies and procedures ensuring value for money and securing efficient and cost effective use of all resources
5. To effectively monitor, evaluate and review service information/data, and service user feedback to improve and inform service delivery and priorities
6. To work in a systematic and process driven way, ensuring opportunities for self serve/channel shift and efficiency of resources
7. To carry out duties and responsibilities in accordance with the Council's Core Values, Equal Opportunities Policy, Safeguarding, Health and Safety Policy, GDPR and all other borough and departmental policies and procedures,
8. To provide leadership across all aspects of the work, embedding a performance culture that inspires a sense of purpose and celebrates the strength of the cultural diversity of Merton and of the workforce and challenges discriminatory behaviours
9. Ensure that the services are provided effectively and that all aspects of the work meets legislative requirements and Council policies and procedures and are underpinned by robust working guidance and protocols and all staff are trained and supported to implement these at all times.

10. To work flexibly and to undertake any other duties commensurate with the post as required by the Head of Service, Assistant Director, or Director of Children, Schools and Families.

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Experience / Qualifications / Skills / Knowledge:

1. Degree qualified in a field relevant (e.g. Early Years, Childcare/ Education, Leadership and Management)
2. Extensive post qualifying experience in relevant direct service delivery and an ability to use this in developing protocols, policies, information, advice and guidance across the sector to secure quality, sufficiency and deliver Early Years Advisory and workforce development services

3. Experience of market management and securing sufficiency across a wide range of providers delivering services to 0 – 18 in formal and informal settings
4. Relevant senior management: staff management, budget and grant monitoring and management, commissioning, applying for funding/grants and project management experience and an ability to deliver a range of projects on time and on budget
5. Excellent understanding of the range of legislation and initiatives that underpin sufficiency, EYFS, SEND, early education, childcare/out of school, health and early intervention for young children and their families
6. Proven skills in working in partnership with a variety of stakeholders/commissioned partners and service users to improve outcomes for children and their families, maximise resources and monitor performance, through coproduction and effective stakeholder engagement
7. Ability to uphold and promote the Council's Equality, Diversity and Inclusion policies to ensure non-discriminatory practice in all aspects of the work, ensuring that equality and diversity are embedded in the way the team is led, managed and services are embedded
8. Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.
9. Ability to work under pressure and meet tight deadlines (retaining precision in the process).
10. Ability to travel around the borough, work flexibly to include evenings and weekends