

REBOOT WEST OPERATIONS MANAGER

Reboot West is an exciting and innovative programme, providing long-term relationship-based support to young people leaving care across the southwest. We are seeking a manager to lead a growing team of highly skilled EET and Wellbeing Coaches. Reboot is trialling the use of Acceptance and Commitment Therapy to transform young people's lives, helping them to determine and meet their own aspirations and succeed in education, training and work. We are in the closing stages of entering a partnership to extend this pioneering service to more young people across the sub-region as part of a major impact trial. This will involve partnership working to deliver a large-scale evaluation of what works in supporting care leavers into employment and education – on a scale that has never been done before in the UK.

We are particularly keen to increase applications from ethnic minority and Muslim candidates as they are currently under-represented in our organisation. We would also like applications from people with relevant lived experience.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, Sunday 03 July 2022. If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. We have strong local partnerships and adhere to the best practice in the sector. We build trusting relationships between our young people and our colleagues, and this is at the core of our work.

What we are looking for:

- You are an experienced and effective people manager, able to motivate and develop colleagues to enable them to deliver effective and creative services.
- You are committed to the principles of Psychologically Informed Environments (PIE) and the use of reflective practice in your work.
- You are keen to learn more about ACT and develop your own and your team's ability to use it in your work practice.
- You are able to understand, interpret and monitor financial and performance management data.
- You thrive when working under pressure, juggling tasks whilst remaining positive and focussed.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

What you will be doing:

- You will support, motivate and manage a growing team of EET and Wellbeing Coaches.
- You will directly line manage Team Leaders each of whom manages 4-5 Coaches as well as holding a small caseload.
- Through constructive communication with partner organisations (e.g. local authority colleagues, employers and training providers) you will share learning, work together to improve processes and jointly develop innovative solutions to meet care leavers' needs.
- You will be focused on outcomes and ensure contract targets are achieved by checking, collating and presenting quantitative and qualitative data.

You will manage the Reboot West team and your line manager will be our Programme Manager.

What we are offering:

- The opportunity to lead a high-profile project that is likely to progress to a major impact efficacy trial.
- An opportunity to work in a psychologically informed environment (PIE) and develop experience of using ACT in a non-clinical setting, with support and supervision from the world leading professional on ACT for adolescents.
- Very generous annual leave entitlement of 30 days per annum plus Bank Holidays.
- Flexible working hours.
- A very supportive environment with reflective practice, regular supervisions, team and cross departmental and company development days.

Contract details:

- **Hours per week:** 37.5 (this represents full time hours)
- **Contract type:** Permanent
- **Pay:** £30,984 - £33,486 per annum
- **The location:** 1625 Independent People's head office: Kingsley Hall, 59 Old Market Street, Bristol, BS2 0ER. There is also flexibility and support to manage working from home.

Application information:

- To access the Job Pack for this role and submit an application, please visit the vacancy page on our website:
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=483713ad-57d5-4f4d-8698-cf6b91eb523c>
- Please refer to the Cover Letter guidance below to ensure your application can progress to the shortlisting stage.
- To have an informal chat about the role, please contact joanna.roberts@1625ip.co.uk

Important dates:

- Application deadline closes: **23:59 Sunday 03 July 2023**
- If you have not heard from us by **Tuesday 05 July 2022**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Monday 11 July 2022** in person in Bristol (unless you are unable to attend in person).

Covering Letter / Supporting Statement Guidance

Please note that the online application form cannot be saved until it is fully complete. We recommend that you prepare your Covering Letter before you start the online application.

Your Covering Letter is essentially your Supporting Statement and will form the most important basis on which your skills, experience and behavioural competencies will be tested against the job criteria. Without it, your application cannot progress to the shortlisting stage.

You should refer to the Person Specification document within the Job Pack and cover only the elements that are tested at this stage of the recruitment process. Elements that only have the word 'interview' next to them will be tested at the next stage of the process and do not need to be covered in your letter.

Please try to keep the word limit to 250 words per criterion.

ALTHOUGH THE APPLICATION FORM GIVES YOU THE OPTION TO UPLOAD A CV, PLEASE DO NOT SUBMIT A CV AS THIS IS NOT NECESSARY AND WILL NOT BE USED IN THIS PROCESS.

Equal opportunities for everyone:

We safeguard and promote the safety and welfare of children, young people and vulnerable adults. Any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) Barred List Disclosure Check.

We believe those with a criminal record should have an equal chance to become employees or volunteers. We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our Policies section on the website, for further information.