

Early Intervention and Play Service Manager - Job description

Responsible for: Early Intervention and Play Workers, Business Support Officer

Responsible to: Head of Children's Services

Description of Role

Ensuring children and families get the best possible start is a strategic priority for Sense as set out in our organizational Strategy 2021 – 2026. The development of a national Early Intervention and Play service is a key part of delivering this strategic priority. The Early Intervention and Play Service will support children with complex disabilities and their families with all aspects of communication, interaction and play. By providing information, guidance and support; along with delivering pre-school sessions, activities and resources, and family events; the service will give families the skills, strategies and confidence to interact, build relationships and communicate with their child. It will enable children to have fun, be happy, thrive, learn and enjoy the moment.

The Early Intervention and Play Service Manager is responsible for leading the development of the national service, initially piloting the service from our Hub in Birmingham. The post holder will lead a national team of Early Intervention and Play Workers to support families of children with complex disabilities to deliver a range of activities, including online sessions, support in the family home and community settings, and from our Hubs across the country. This will include developing referral pathways, partnerships and networks and processes for assessment, intervention, support planning



and reviewing the outcomes for the child and their family. It will also include liaison with local agencies and partners in education, health and social care.

The Early Intervention and Play Service Manager will work as a member of Sense Children's Services and will take an active role in the leadership and development of our charitable services.

Specific Responsibilities

1. Leadership and Management

- Recruit, develop, manage, coach and mentor a national team of Early Intervention and Play Workers working across our centres and in the community
- Provide supervision and appraisal for a geographically dispersed team, including ensuring effective communication
- Support the Head of Children's Services with the development and promotion of the programme, including support with fundraising, marketing and engagement activities
- Promote the involvement and engagement of volunteers across the service

2. Operations

- Oversee the development of national projects, ensuring the services are responsive to need, are child/family led and in line with Sense values
- Develop systems and processes for referrals, assessment and evaluating the outcomes of intervention with children and families
- Ensure that children and families receive the information, guidance and support to achieve their outcomes and are confident and able to access services from other agencies
- Consult with Sense colleagues, including Children's Specialist Services and the local operational services team to deliver services of the highest quality and to develop new activities in line with local priorities and innovations



- Oversee the development of a virtual and online programme of activities and resources, delivered in conjunction with other services and programmes, including arts, sports and well-being
 - Encourage and support the development of income generating activities that contribute to the sustainability of the programme, including contributing to the development of funding bids and proposals
 - Ensure the service is co-produced with the engagement and involvement of children, young people and their families in the development, delivery and evaluation
 - Keep up to date with and implement new 'best practice' recommendations and innovations across the sector
 - Ensure accurate and appropriate data is recorded for the service, in line with GDPR and safeguarding responsibilities, through the use of the Sense database
 - Oversee the implementation of safeguarding arrangements and child protection across the service
- 3. Networking and Liaison**
- Liaise with professionals and agencies in the local community as appropriate to promote the service, generate referrals and to represent the needs of children and families
 - Establish professional networks between Sense and other agencies, including health, education, social care and other voluntary organisations
 - Collaborate with other teams internal to Sense, including operational services, engagement and other programmes
 - Support other professionals and agencies in the assessment of the needs, skills and strengths of children and families, including contributing to the development of appropriate education, health and care plans



- Contribute to sector leadership and promoting the rights and needs of children with complex disabilities and their families, including contributing to policy development and campaigns

4. Other Duties

- The post will require flexibility and will involve working occasional weekends and evenings
- To actively promote the principles of equality, diversity and inclusion
- To carry out any other duties commensurate with the nature and grade of this post.
- The role will require some national travel and occasional overnight stays



Early Intervention and Play Service Manager - Person Specification

Education and Training	
Essential Criteria	Desirable Criteria
A recognized qualification in playwork, childcare, speech and language therapy, education or a related field OR qualified by substantial successful experience	Evidence of relevant post qualifying training, including communication, safeguarding
A willingness to undertake training in relevant topics, including communication	
Achievements and Experience	
Essential Criteria	Desirable Criteria
Evidence of successful experience of direct work with children with complex disabilities and their families, including child centred play settings	Evidence of successful work within an advisory team/support service
Successful leadership and management of teams	Successful leadership and management of national and geographically dispersed teams Experience of coaching and mentoring
Proven experience of assessing and monitoring individual progress of children with complex disabilities, including maintaining clear and precise records of work	Experience of group work and facilitation skills
Experience of successfully developing new services and implementing project plans to deliver services	
Skills & Abilities	
Able to build and maintain effective working relationships with internal and external stakeholders and professionals.	
Able to compile comprehensive reports at a variety of levels often relaying complex and sensitive information in an understandable format.	



Ability to develop, deliver and evaluate services, including project management and developing evaluation frameworks	
High levels of personal effectiveness and the ability to organise and plan working time.	
Proficient in using MS office and databases	