



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

<b>POST TITLE:</b>	Connexions Manager
<b>GRADE:</b>	Band 7 (subject to job evaluation)
<b>RESPONSIBLE TO:</b>	Service Manager, Early Help
<b>RESPONSIBLE FOR:</b>	Connexions Advisor

### Overall Objectives of the Post

To lead and manage all aspects of the Connexions work in the Borough. To directly manage the team and to lead on the planning and delivery of IAG in schools, traded offer, NEET interventions and monitoring. The role will also manage projects linked to improving education, training and employment outcomes

### Key Tasks of the Post:

1. To provide leadership to the service, managing connexions advisors and administrative data support.
2. To undertake supervision, appraisal and goal setting for team members.
3. To lead on information sharing with partners and to work across agencies to deliver the best service in South Tyneside.
4. To engage young people and their families in the decision making process for career and progression choices.
5. To manage delegated budgets, ensuring external income is invoiced and collected appropriately.
6. Develop the service level agreements with schools, engaging with IAG leads to improve service delivery.
7. To ensure that staff have access to appropriate professional development.
8. To ensure that all data and reporting requirements are met in a timely manner.
9. To oversee the performance of young people not in education, employment or training (NEET) and develop interventions to reduce the figures.
10. To manage the Generation North East programme, having responsibility for staff, targets and ensuring timely returns including the requirements of European Social Fund.
11. To develop relationships with stakeholders and partners, internally and externally to ensure that outcomes are improved for young people in relation to education, training and employment.
12. To represent the service locally and regionally at relevant meetings including Connexions Tyne and Wear hub and Generation North East steering group.
13. To lead on the Matrix accreditation for the service, ensuring that quality delivery is recognised.

14. To follow appropriate HR policies including sickness monitoring and performance management as required.
15. To deputise for allocating return home interviews in the absence of the missing co-ordinator

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SC/CL

Date: 2.10.19