



Job Description	
<b>Job Title:</b> Strategic Lead	<b>Section:</b> Family Support
<b>Work Location:</b> Cheltenham and Tewkesbury	<b>Grade:</b> Executive Reward Band 2
<b>Reporting to:</b> Executive Headteacher	<b>Reporting to Job Holder:</b> Locality Leads, Area Safeguarding & Triage Lead, Community & Partnerships Lead
<b>Date of issue:</b> Spring 2024	
<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>To realise Aspire Foundation's vision that children, families and communities are supported to <i>aspire and achieve</i>.</li> <li>Work with the Business Manager to seek new business opportunities to develop the Foundation and secure a long-term sustainable future for the organisation.</li> <li>Be pro-active in seeking and delivering opportunities to drive current good practice and high-quality delivery of children's services forward; setting direction, building teams and resources to help children and families achieve their potential through education and family support.</li> <li>Maximise positive impacts on children and families through partnership working, leadership, innovation and delivery of key contract targets.</li> <li>As part of the Senior Management Team (SMT), advise on strategy and service developments, maintain strategic and operational relations countywide and report to Directors and Local Authority Commissioners on performance.</li> </ul> <p><b>Context in which Aspire Foundation Jobs are carried out:</b></p> <p>The Foundation delivers services from Children and Family Centres across Cheltenham, Tewkesbury. Staff are required to work as a single team according to service area and be prepared to work flexibly across all sites operated by Aspire Foundation as need arises.</p>	

Key Responsibilities:	
1.	To support the Board of Directors' in providing vision, direction and leadership, vital to the creation of integrated and comprehensive services for children and families.
2.	In conjunction with the Business Manager, seek new Business Opportunities to grow the portfolio of services provided by the Foundation, in line with the organisation's charitable objectives.
3.	Overall leadership and management of GCC Children and Family Centre contract and projects contained within the overall Foundation business plan.
4.	To promote access to services and excellence in the care, education, health and welfare of young children and families, through partnership working.
5.	To communicate effectively, engaging all stakeholders and agencies to enhance service delivery and promote and represent Aspire Foundation as required.
6.	In conjunction with the Business Manager, to manage budgets and resources in accordance with internal processes, external audit, contract and reporting requirements. To

	ensure compliance with all legal requirements and oversee the submission of statutory returns such as those required by Companies House and Charity Commission.	
7.	To work alongside the SMT to ensure the delivery of high-quality Family Support Services at a targeted and universal level.	
8.	To provide effective line management of staff through performance management, appraisals, supervision and continuous professional development.	
9.	To have quality assurance systems in place to ensure high quality provision and standards, recording and reporting of data in line with contract specification and reporting requirements.	
10.	To be able to evidence Aspire values at all times:	
	<b>Respect</b> <i>"We value, accept, listen and support everyone"</i>	<b>Integrity</b> <i>"We are honest, dependable and accountable for our actions"</i>
	<b>Collaboration</b> <i>"We believe in the power of working together"</i>	<b>Excellence</b> <i>"We strive to do our best through innovation &amp; learning"</i>
11.	<b>Equality, Diversity and Inclusion</b> Assist in the implementation of Aspire Foundation equal opportunities objectives with particular reference to any targets/positive actions set out in the Fairness and Diversity Strategy & Equalities Act 2010.	
12.	<b>Safeguarding</b> To act as one of the Designated Safeguarding Leads and ensure that good safeguarding practice is embedded across the organisation and that policies and procedures are followed and that staff have up to date knowledge on legislation and best practice in safeguarding and supporting children with SEND.	
13.	<b>Health and Safety</b> To ensure a high priority is given to the management of health and safety; that all legal responsibilities are met by carrying out risk assessments and taking appropriate action; and that appropriate information, instructions, training and supervision are provided to ensure the health, safety and well-being of those employees for whom the postholder is responsible.	
14.	<b>Special Conditions</b> <ul style="list-style-type: none"> <li>• The post holder will need to have appropriate means of transport to carry out their duties and the ability to travel across Gloucestershire and out of County as required.</li> <li>• The post will involve occasional work out of normal office hours to include evening and weekend work.</li> <li>• Enhanced DBS check required.</li> <li>• Full Driving Licence with business insurance.</li> </ul>	
15.	<b>Principal Contacts</b> Directors of Aspire Executive Headteacher Commissioners of services Senior Management Team Local Authorities: (Gloucestershire County Council and District Councils) Members of strategic and local partnerships. Statutory, Voluntary and Independent Agencies who provide services to children and their families.	

<b>Person Specification</b>		
<b>Job Title:</b>	Strategic Lead	
<b>Grade:</b>	ERB 2	
<b>Work Location:</b>	Aspire Foundation sites: Family Support	
<b>Date Prepared:</b>	Spring 2024	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Level 7 management qualification and/or equivalent relevant experience, and/or willingness to work towards.</li> <li>• Child development related qualification or experience. E.g., Early Years, Teaching /Diploma in Health/Social Care or equivalent.</li> <li>• Evidence of relevant and recent professional development.</li> </ul>	Project / Programme Management
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of leading organisational change and service development.</li> <li>• Extensive management experience, including recent and relevant management experience in the field of Children's Services and proven track record of leading teams.</li> <li>• Experience of working in the field of Education, Health / Social care or related area to improve outcomes for children and families.</li> <li>• Experience of project management.</li> <li>• Experience of developing effective partnerships with other agencies to broaden service delivery.</li> <li>• Experience of report writing and presenting key findings to relevant accountable bodies to demonstrate impact or highlight issues / risks.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of budget management, contract management and bid writing.</li> <li>• Experience of preparing and leading teams through successful mobilisation of new contracts and / or overseeing and implementing significant organisational change.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• ICT skills appropriate to the post. (Word / Excel/ PowerPoint).</li> <li>• Interpretation and analysis of financial reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Project management methodology.</li> <li>• Delivery of training</li> </ul>

<b>Knowledge/Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Government frameworks and legislation affecting how children's services are delivered.</li> <li>• Proven leadership skills.</li> <li>• Ability to understand complex strategies and explain them to different audiences.</li> <li>• Ability to look beyond the existing context and scope future possibilities for service delivery.</li> <li>• Ability to negotiate and influence in a complex context.</li> <li>• Able to work under pressure, prioritise and meet deadlines.</li> <li>• Knowledge and understanding of Child Protection Procedures and Legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Early Years Foundation Stage.</li> <li>• Knowledge and understanding of Health and Safety legislation and responsibilities.</li> </ul>
<b>Personal Behavioural Attributes</b>	<ul style="list-style-type: none"> <li>• Understanding of team dynamics with strong people management skills. Provides managers with freedom to manage.</li> <li>• Awareness of how to deal with different people in order to bring out their strengths.</li> <li>• Analytical and facilitates reflective practice.</li> <li>• Self-motivated, positive attitude and provides motivation to others.</li> <li>• Positive role model. Resilient in the face of setbacks.</li> <li>• Diplomatic and maintains integrity.</li> <li>• Consistent, positive and confident in approach.</li> <li>• A people person, who is approachable, empathetic, who listens and provides guidance.</li> </ul>	