



**We are recruiting for an
Operations and Clinical Lead**

**0.6 post, initial 12-month fixed term contract
£37,000 - £40,000pa pro rata depending on experience**

About us:

We are a registered charity based in Exeter, Devon who specialize in providing arts therapies for children and young people aged 5 to 25. We provide our services for children and young people via local authorities, organisations, schools and for families directly. What makes us unique is that we also care deeply about 'plugging the gap' for families and young people who are struggling to find the mental health support they need as a result of financial, social or other disadvantage. For this reason we are a not-for-profit organisation and offer grant and donation funded programmes when we can.

The new post-holer will become a key leading role within our organisation and be joining us at an exciting time as we seek to strengthen our sustainability and expand our services.

www.youthartsandhealth.org

Job description:

JOB TITLE:	Operations and Clinical Lead 0.6 (3 day a week post)
REPORTS TO:	Charity Director
INTERFACES:	Trustees Staff, volunteers and representatives Grant funders/ and donors Customers and stakeholders Clients External specialists Regulators including Charity Commission Community

Main purpose of the role:

To review and develop the effective operations of our arts therapy service through leading and implementing therapy referral processing, triage, monitoring of engagement and family and support network liaison (2 days a week). To hold a small caseload of children and young people as an Arts Therapist (1 day a week). Contributing to excellence in service through team working, compliance and safety and developing a positive and healthy working culture. To support the Charity Director in contributing to the vision, direction and sustainability of the charity.

Key tasks and responsibilities:



- To lead the review and implement the use of effective and clinically excellent systems to enable safe and appropriate referral processing, assessment, triaging and the engagement with therapeutic work.
- To lead on communications and support with families, referrers, schools and the support network around a child/young person to ensure our services are of most benefit.
- To improve general processes and policies in support of organisational goals and excellent outcomes for children, young people and families.
- To support our Safeguarding Leads in reviewing and implementing any further improvements to safeguarding and safety planning (e.g. staff training, use of specific software in monitoring and follow-up).
- To support members of our arts therapy team with setting up and beginning new work through ensuring appropriate risk assessments and reasonable adjustments are in place.
- To contribute to the development of innovative creative therapies (likely with a focus on our programme for those in crisis and at risk of suicide).
- To collect and review evaluation and impact data to provide evidence for the effectiveness of YAHT's services and learning for our team.
- To carry a small caseload of children and young people as a practicing Therapist (expected to be up to 4 clients per week) with a focus on the areas of Cranbrook and Honiton and/or referrals via adoption services.
- To support the charity's development strategy including business and sustainability plans, through tasks as needed such as marketing support, communications with partners, reports and support with fundraising.
- To act as an ambassador for the charity.

Health, safety and safeguarding:

- To support the Charity Director in ensuring safeguarding and health and safety policies and procedures are implemented effectively and at the heart of what we provide.
- To be an additional Designated Safeguarding Officer for YAHT

Customer and client management:

- To oversee all referral enquiries coming into the charity in regard to accessing our services.
- To work with the Charity Director and act as Clinical Lead in reviewing and appropriately triaging all client referrals for activities as assessed in relation to suitability for our services and level of current risk.
- To ensure all clients have an appropriate agreement sent at the start of therapy and that all client files are stored securely.
- To work with the Charity Director to ensure all staff have undertaken relevant risk assessments, referral processing and therapeutic planning to enable safe and effective practise.
- To contribute to positive external customer relationships and partnership opportunities with key stakeholders and others who can help us achieve our charitable aims.

Financial management:

- To work with the Administrative Director and Finance and Admin Officer to ensure the finances of the charity are robust and spent in accordance with our business planning and in line with agreed grant agreements.

Charity development:

- To contribute to the ideas and initiatives that develop the charity in line with YAHT's aims.
- To lead on specific programmes of work and initiatives as agreed to meet our charitable aims.



- To support our communications through social media and website development content when required.

Income generation and fundraising:

- To support the Charity Director in meeting YAHT's aims regarding trading and customer relationship development for the charity - e.g. liaising with families or schools who privately pay, completing invitations to tender for services or completing small fundraising grant bids.
- To attend events and occasions as required to promote the charity.

Essential qualifications, skills and experience:

- Applicant to be a qualified arts therapist or other appropriate modality and registered with their professional regulatory body (e.g. HCPC) with 1+ years post qualifying clinical experience.
- Clinical experience in working with children and young people with complex needs.
- A commitment to working within a trauma-informed approach.
- Digitally confident with Excel spreadsheets and Google Drive applications.
- Excellent organisational and file management skills.
- Ability to work autonomously and proactively within a collaborative team.
- Excellent project management and communication skills.

Desirable qualifications, skills and experience:

- Additional experience of providing supervision and/or line management.
- 3+ years post qualifying clinical experience.
- Experience of managing project budgets and processing sales.
- Experience of implementing and managing safeguarding policy and procedures.
- Experience of clinical assessments and triage.
- Confidence with social media and marketing activities.

Contract:

This is a 0.6 post (21 hours per week), and we are open to flexible working arrangements with the right individual, whether that's flexitime or compressed hours, or some other agreed arrangement. It is expected that the post-holder will work within our premises for their clinical work with children and young people (approximately 1 day a week or 2 half days) and work from home or a hybrid basis for the remaining 2 days a week.

The post-holder will be employed by the Youth Arts & Health Trust on an initial 12-month fixed term basis. It is hoped that income generated through the charity's purchased activities and grant fundraising will enable the post to continue past this year point and a subsequent contract can be offered, subject to review and suitability for the role.

If you are a current therapist employed on a freelance basis with us we may discuss absorbing some or all of your current caseload of clients to form part of this 0.6 post.

Potentially, evening or weekend working could be required, but it is unlikely to be frequent.



Location: Our current premises are in central Exeter, though you may be asked to work within other premises we secure within Devon.

Salary:

£37,000 - £40,000pa on a pro rata basis depending on experience (you will be paid 60% of this for a 0.6 post). This salary will be reviewed annually with an aim of increasing salaries in line with inflation.

Pension: Workplace scheme with employer contribution of 3% of gross annual salary.

Annual leave: 25 days per annum plus bank holidays

Start date: As soon as possible

Further details: Please email I.blatherwick@youthartsandhealth.org to arrange an informal chat or ask any questions about the role.

Application process:

Please email your CV and a covering letter that describes your motivations and suitability for the role. Please take note of the person specification and our expectations for the role, as set out above, and explain in your application how you meet them.

Note:

Please email applications to: p.smith@youthartsandhealth.org and I.blatherwick@youthartsandhealth.org

Please include in the subject line of your email: 'Vacancy – Operations and Clinical Lead' and your name.

Closing date: Please submit before midnight on 2nd December 2024.

Interviews: Dates to be confirmed, but interviews are likely to be held in the week beginning 16th December.

The charity reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to its needs.

Job Descriptions only reflect 80% of a role and are not an exhaustive list of duties. You will be expected to carry out other activities that are within the scope of the role.