

# RECRUITMENT INFORMATION PACK

## Team Leader – Wren House

**Hours:** 35

**Salary:** £29,247 per annum

**Annual Holidays:** 6 weeks plus Bank Holidays

**Location:** Bradford



## Being part of an organisation that makes a difference - Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with people of all ages, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people. We offer support for people living in their own homes and we run a training centre that helps people find work or develop skills for everyday life.

Horton Housing is committed to equality, diversity and inclusion (EDI) and providing services that are inclusive and accessible for everyone.

### OUR PEOPLE

Horton Housing Association (HHA) is committed to being a great place to work for everyone who works here, and we get some really positive feedback from our colleagues.

In our recent annual colleague survey, more than 9 out of 10 respondents told us that:

- They had a good relationship with their line manager
- HHA's values align with their own
- They believe that Horton's work positively impacts people's lives
- They feel involved in their work.

And when we asked some of our colleagues about the best part of working at HHA here's a snapshot of what they told us.

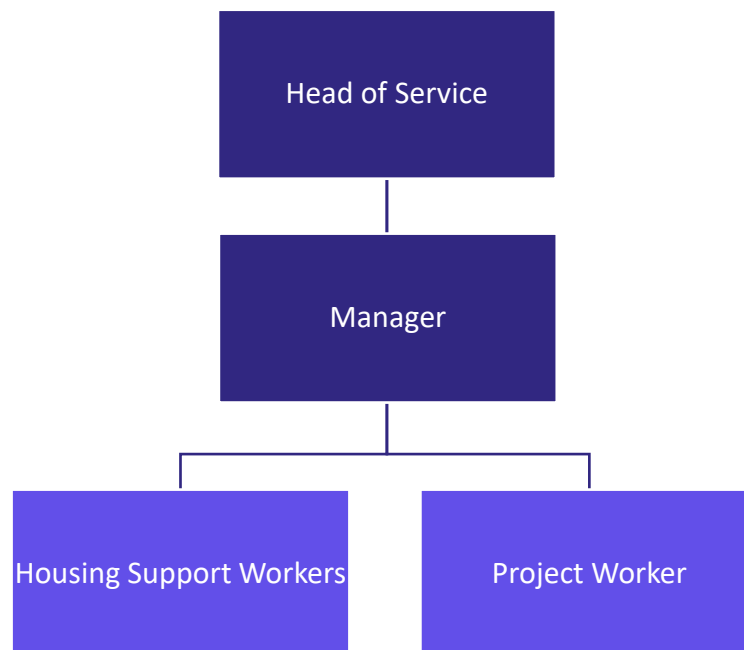
- *"The people. The people I work with. Every person's different and that's what I like about it, and I like watching people changing their lives."*
- *"The Training is the best bit of it. It equips you to do the job role as successfully as you can. It's very rewarding, it's been fantastic, I wouldn't change it for the world."*

In short, we care about people. We work hard to be a great place to work, so that we can improve lives together.



## About the department

The Group Living Services (GLS) provides short-term accommodation and support for young people aged between 16 and 18. We support young people leaving care and unaccompanied asylum seeking children in need of accommodation. This service support young people to develop their independent living skills. We support the young people with tenancy management, money management, education and training, drug and alcohol problems, mental health, and offending behaviour. We create a safe, supportive and empowering environment for young people within the Group Living Service enabling them to move on to independent long accommodation.



## Message from the Recruiting Manager

Hello,

We provide Supported Accommodation for care leavers aged between 16 and 18 who are transitioning from residential or foster care, emergency placements and unaccompanied asylum seeking children.

This is a unique opportunity to join our team, we are looking for a team leader who is passionate about supporting children and young people during this difficult time.

As a team leader you will support the Service Manager in the management of the service to ensure internal standards, regulatory and contractual requirements are in place.

Our Support Workers need to be motivated, resilient and committed to work alongside young people to actively promote independence and promote a positive transition towards adulthood and as a team leader you will be responsible for their supervision and guidance along with the Service Manager.

We work on a multi-agency basis and in partnership with a wide range of other professionals to ensure that we are giving the young people the best quality of support possible. Working with the young people, treating them equally and without discrimination.

We have three houses across Bradford, and we are looking for people who are wanting to be part of a team delivering excellent support, create a homely environment for the young people to live in and really want to make a difference to the lives of the young people we support, then look no further.

I look forward to hearing from you.

**Esther Douglas**  
**Head of Service**



# Job Description

## REPORTS TO: Manager

As the team leader you will be responsible for supporting the Service Manager with the day to day running of the home. You will also be responsible for championing an environment that is safe and secure, nurturing, one that encourages growth, resilience and a sense of belonging.

You will work closely with the Service Manager to ensure that our young people receive the support they need to enable them to learn the essential life skills needed for them to successfully transition to adulthood.

There is the expectation you will work across all three homes to support with cover as and when needed so a car is essential. This role requires flexibility in working hours and will include working days, evenings, weekends and bank holidays on a rota basis.

## RESPONSIBILITIES

- Supporting the Settings Managers with the operations of service to provide guidance, support and training to ensure high-quality care delivery and adherence to regulatory guidelines and standards.
- Work closely with the support team to develop and implement support plans and safety plans tailored to meet the needs of each young person, ensuring their well-being.
- Maintain accurate records, reports, and documentation in compliance with regulatory requirements and organisational policies.
- Supporting the team members individually and as a team, including holding regular meetings and carrying out individual 1-2-1 meetings including supervisions, appraisals and assessment of training needs. Conduct regular assessments and reviews of each young person's progress, working collaboratively with relevant professionals, families, and external agencies to create person centred support plans.
- Foster a positive, inclusive, and engaging environment within the home, promoting a sense of belonging and empowerment for the young people.
- Plan and lead team meetings, and multidisciplinary discussions to ensure effective communication, coordination, and collaboration with external stakeholders.
- Promote the involvement of young people in decision-making processes, actively encouraging their participation and listening to their perspectives.
- Ensure that safeguarding young people is at the heart of everything we do.
- To fully engage in the domestic routine, work activities and caring for the fixtures and fittings of the home. Ensuring we provide a warm, clean and safe living environment for the young people and that the team and adheres to health and safety legislation.
- Liaise with the Settings Manager on the implementation of business plans and identifying service improvements.



- Working with the Registered Service Manager, the Settings Managers and wider teams to ensure that the Ofsted regulatory standards and the contract requirements are met, providing guidance, coaching and support in all aspects of their role to improve performance and service delivery.
- Ensure that safeguarding young people is at the heart of everything we do.
- Ensure compliance with statutory and regulatory legislation and directives including but not limited to, Data Protection, Health and Safety, Fire and Environmental Health.
- Ensure the team are aware of and work in accordance with Horton Housing Associations policies and procedures.
- Ensure that professional boundaries are maintained at all times.
- Undertake relevant training as required.
- Undertaking the above duties in accordance with Horton Housing Association's policies.
- Working to the Association's policies and procedures on equality and diversity at all times.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

### **Safer Recruitment**

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

## **Person Specification**

### **ESSENTIAL**

- An ability to lead, manage, motivate and develop colleagues.
- Hold a level 3 NVQ qualification in Health and Social Care with Children and Young People or the willingness and ability to undertake this qualification once in post.
- Minimum 2 years' experience working in children's social care, supported accommodation or similar setting.
- Knowledge of regulatory requirements, legislation, and best practices in supported accommodation, safeguarding and child protection.
- Strong communication and interpersonal skills, with the ability to build positive relationships with staff, young people, families, and external stakeholders.
- A compassionate and empathetic nature, with a genuine commitment to improving the lives of young people.
- Excellent organisational skills, with the ability to manage priorities, meet deadlines, and handle multiple responsibilities effectively.
- Flexibility to work on a shift basis.
- Enhanced DBS check for Adults and Children.
- A full UK driving licence and access to a vehicle that can be insured for business use.



## DESIRABLE

- Evidence of vocational training and/or professional development in relevant skills for the post e.g. working with young people, mental health housing, management.
- Experience of housing management including health and safety, repairs and maintenance, property checks, tenancy agreements, etc.

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department



## Our Values



### Be Supportive

We are kind, helpful and caring. We create safe spaces where people are listened to with compassion, empathy and understanding.



### Be Respectful

We are inclusive and approachable. We work together in an open and transparent way to build trust and understanding.



### Be Bold

We are positive, empowering and resilient. We are ambitious and work flexibly to provide opportunities for growth.

## Our Culture Statement

- We believe in a culture of positivity, inclusion, and kindness. Where celebrating diversity and respecting and supporting one another is the norm.
- We embrace an open and honest approach. Placing value on the little things, and encouraging creativity and curiosity.
- We work together to do the right thing. Celebrating quality, personal accountability, and excellence.
- We embrace change, seek out potential, and place no limit on opportunities to learn, grow, and develop.
- We are passionate about making a difference, and committed to making things happen.

## Our Commitment to Equality, Diversity and Inclusion

HHA aims to be an equal opportunities employer. HHA is committed to ensuring that no job applicant or colleague receives less favourable treatment on the grounds of a protected characteristic, criminal history or any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs. To achieve this we are committed to actions that will increase diversity and to encourage applications from candidates who are underrepresented in sections of our workforce. We are a Disability Confident and Clean Sheet Employer.





# What can you expect from working at Horton Housing Association?

## Community Culture

At Horton Housing, our working culture is one based on trust, respect and inclusion. We focus on open communication, starting from the very top with consistent communication from our Chief Executive Officer (CEO). With regular meetings across schemes and departments, we really are a community who can rely on each other.

## Personal Growth

We offer a multitude of development opportunities for our colleagues, including: funded qualifications, job shadowing, secondments, and internal promotions or movements across different schemes and departments.

## Wellbeing

We know that work/life balance is at the heart of employee wellbeing. That's why our full time work week is only 35 hours, and we offer flexible working where possible. We also offer 6 weeks holiday (+ Bank Holidays) so you can spend more time doing what you love.

We're partnered with Health Assured to offer you free counselling available 24/7, a confidential helpline, and an app offering a range of wellbeing resources (health plans, meditation, recipes, and podcasts).

Because Financial Wellbeing is as important as mental wellbeing, we also offer an interest free employee loan scheme up to £1200.

## Taking Pride in Our Vision

At Horton we always strive to deliver the best and meet the highest standards – whether this be our accommodation, support, maintenance or central services teams. We value the unique skills and experience that each of our colleagues bring to help us achieve our ambitious goals.

## Empowering You to Succeed

HHA is a Strength Based Organisation, and just as we recognise the people we support to be experts in their own lives, we recognise our colleagues as experts in their roles – and encourage everyone to work with autonomy and pride. To help you reach your potential with us, we offer a range of internal training courses, including a thorough induction when you start.

## Colleague Engagement

There are lots of opportunities to get involved at Horton, with a Wellbeing and EDI group open for anybody to join and have their say. We also post good news and announcements across the organisation on our SharePoint. You may even be interviewed for our quarterly magazine!

**Did you know:** Our CEO started with HHA as a Support Worker and worked all the way up!



## How to Apply

To apply for this role, please complete the application form in full via our website.

We shortlist based on each vacancy's job description. As such, please tailor your application to the person specification, stressing how you meet the essential criteria.

## Contact us

**Head Office:** Horton Housing Association, Chartford House, 54 Little Horton Lane, Bradford, West Yorkshire, BD5 0BS

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