



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Care Leaver Hub Manager
Service	Childrens Services
Team	Childrens Social Care - Care Leaver Hub
Location	Youth Centre Hybrid
Reports to	Head of Service - Corporate Parenting & Transitions
Responsible for	Care Leavers Deputy Hub Manager x 2 FTE Social Workers - 1 FTE Personal Advisors - 9 FTE
Grade	NRSG5
Contract Type	Permanent
Hours	Full Time

Main Accountabilities	
1.	Lead and manage a Children's Services social work/ personal advisor team, ensuring high-quality, child-centred social work practice aligned with statutory requirements, systemic theory, and the Family First agenda.
2.	Drive continuous improvement in safeguarding, care planning, and service delivery through effective leadership, supervision, and partnership working.
3.	Provide professional supervision and guidance to deputy hub managers, personal advisors & social workers, ensuring effective case management and decision-making.
4.	Monitor and assure quality of practice, ensuring compliance with legislation, policies, and procedures.
5.	Manage team performance, workload allocation, and staff development through coaching and training.





6.	Ensure robust safeguarding practices, timely interventions, and risk assessments to protect children and young people.
7.	Collaborate with multi-agency partners to deliver integrated services and positive outcomes for families.
8.	Contribute to service development initiatives, audits, and quality improvement plans.
9.	Promote an aspirational and ambitious service, which promotes the corporate parenting ethos for our children & young people.
10.	Also working in partnership with the Family First Pods to offer input and support for our 16+ children and young people supported elsewhere in the service.
11.	Ensure a focused service for our children seeking safety via asylum adhering to relevant legislation and statutory duties.

Person Specification	Essential	Desirable
Education/Qualifications	BA/MA/MSc in Social Work	Training in systemic theory
Experience	Substantial post-qualification experience in children's social work/safeguarding Experience managing budgets Experience managing team performance	CPD qualification in Leadership & Management pathway
Skills/Knowledge	In-depth knowledge of legislation, safeguarding practice, and relationship-based social care. Strategic planning and resource management	Experience of leading on social work improvement
Behaviours/Attributes	Commitment to safeguarding, equality, diversity & inclusion, and Corporate Parenting principles.	





Purpose Details

Service Purpose	Deliver high-quality, child-centred social work that safeguards children in our care, those seeking safety via asylum, and our care leavers; promoting positive outcomes through systemic and relational practice and supporting their transition to adulthood and independence.
Role Purpose	To lead and manage a hub of two deputy pod managers, social workers and personal advisors, ensuring effective supervision, quality assurance, and partnership working to achieve safe, aspirational and sustainable outcomes for children and young people.

Supervision and Relationships

Supervision Received	Reports to Head of Service; receives strategic direction and oversight.
Supervision Given	Direct line management of Deputy Hub Manager, social care practitioners, and qualified social workers and Personal Advisors (supported by Deputy Hub Manager) provides professional supervision and performance management.
Contacts	Internal: Senior managers, other pods, support services External: Multi-agency partners (health, education, police, housing, adults social care), families, community organisations

Resources/Budget Management

Responsible for managing delegated budgets and mobilising resources to deliver specialised services effectively.

Special Requirements

Enhanced DBS

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y





Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N ?
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	Y
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Hybrid Home/Youth Centre / Shute End

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N Yes during events?
Providing Care/Supervision for Vulnerable Adults	N Yes during events?
Both of the Above	N
None of the Above	N





Disclosure and Barring Service (DBS)		Details
DBS Requirement	Enhanced	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
Enhanced DBS - every 3 years

Evaluation Declaration	
Date of Evaluation:	January 2026
Evaluated by:	HR Team

