



**BRANDON CENTRE FOR COUNSELLING AND PSYCHOTHERAPY
FOR YOUNG PEOPLE**

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A. OUTLINE OF POST

Job Title	Brandon Centre Systemic Integrative Treatment (BC SIT) Business Development Manager
Salary	£31,129.20 per annum (pro rata)
Contract	Permanent
Hours	14 hours per week
Location	Kentish Town and Camden
Reports to	BC SIT Clinical Supervisor
Accountability	The post holder shall be accountable to the Council of Management of the Brandon Centre through the Director. The post holder's work will be line managed by the Clinical Lead for the BC SIT programme.

B. JOB SUMMARY

New funding under the Youth Endowment Fund has provided a role for someone who is able to establish relationships with commissioners and develop new referral streams.

The BCSIT Business Development Manager will lead the development, negotiation and commissioning of cases to ensure we have robust and safe processes in place. BCSIT services provide specialist services to families of young people displaying a range of challenging behaviours. The BCSIT Business Development Manager will work in partnership with colleagues from The Brandon Centre, Local Authorities, Youth Offending Services, Clinical Commissioning Groups (CCGs), Youth Endowment Fund, Hertfordshire University, Police, Public Health, Education, Children's Services and other relevant funding bodies.

The BCSIT Business Development Manager will take a lead role in the development of commissioned BCSIT services across London Boroughs. Working closely with colleagues in BCSIT, YEF, commissioners, Local Authorities, Clinical Commissioning Groups and other relevant funding bodies. They will be responsible for arranging relevant meetings and developing business opportunities

C. BRANDON CENTRE OVERVIEW

The principal objective of the Brandon Centre has always been to provide a professional, accessible and flexible service which responds to the psychological, medical, sexual and social needs of young people age 12- 25 yrs.

Services include:

- individual counselling and psychotherapy for young people, using a range of evidence-based therapies
- contraception and sexual health services
- systemic Integrative treatment for families
- parent management programmes
- therapeutic work in community settings (outreach)

D. PRINCIPAL DUTIES AND RESPONSIBILITIES

KEY ACCOUNTABILITIES:

- Develop, monitor and report on the delivery of the BCSIT Business Plan.
- Keep abreast of national and international best practice and advise on the setting and monitoring of clinical and contract standards for BCSIT services ensuring that appropriate training and development is in place for staff working in this area.

- Contribute to all relevant strategic, transformation and joint commissioning plans using evidence based on best practice and best value, knowledge of The Brandon Centre, local and national targets and funding streams, and deliver the modelling of demand and capacity to inform transformational change.
- Work with BCSIT colleagues and commissioners / providers across London to develop new relevant pathways for the BCSIT service e.g. Youth Offending Teams.
- As determined by the Head of BCSIT, hold responsibility for service, clinical and contract reviews as required. Involves very close working with the Brandon Centre Head of Finance.
- Accountable to the CEO, through the Head of BCSIT.
- Reporting to Clinical Lead you will support our BCSIT contracts process, promoting compliance and providing clear and meaningful reporting to the BC Senior Team and relevant commissioning organisations.
- You will need to build close and effective working relationships with commissioning bodies and professionals and attend provider meetings in order to understand service needs, develop contracts and referral pathways.
- Understanding the management of contract and referral streams is essential. You must be able to understand and interpret contractual information and communicate this effectively with colleagues at all levels, providing advice, guidance and recommendations to the business. A commercial focus is required in order to ensure the best outcomes for our young people & families receiving the BCSIT service. The role will also support in the identification and development of new BCSIT service opportunities.

KEY PERFORMANCE INDICATORS:

- BCSIT strategy reflects up to date understanding of current and future needs.
- BCSIT plan identifies actions and timescale for market development to meet commissioner expectations and reflects national and international best practice and policy imperatives and realistic approaches to deliver high quality, community based, responsive services.
- Demonstrate that the BCSIT strategy builds on the experience, knowledge and views of our young people, families and BCSIT team to ensure we meet needs and establish ownership with these key stakeholders

General responsibilities for all Brandon Centre staff

All employees of the Brandon Centre are required to observe legislation, Brandon Centre Policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

Confidentiality and data protection

All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with the Brandon Centre's policy on confidentiality and information governance, and data protection legislation.

Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed

All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

Safeguarding of children and adults

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at the Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an on-going basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

Health records, record keeping and record management

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Equality and Diversity

The Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The post holder will ensure compliance with the Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Waste disposal

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Smoke free environment

There is a no smoking policy in operation in the Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises.

To be noted:

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties in discussion with the manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

PERSON SPECIFICATION:

Recruitment practices to safeguard and promote the welfare of children and / or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

Training and Qualifications	Essential	Assessment Method
1) Education to Degree level or equivalent 2) Experience in health or social care – ideally in Young People/Mental Health 3) Experience in business development, commissioning and contract monitoring 4) Project management skills and experience	Essential (E)	Application & Interview
Knowledge, Experience, Skills and Abilities	Essential	
<p>Person Specification</p> <p>ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES</p> <ol style="list-style-type: none"> 1. Knowledge and understanding of current issues relating to Young People’s Mental Health and Wellbeing 2. Knowledge of national, regional and local priorities and drivers for local authorities, Health & Wellbeing Boards in relation to Young People’s needs 3. Detailed understanding of the challenges associated with the management of young people with behavioural and mental health challenges 4. Knowledge and experience of commissioning, contracting and performance of health, local authorities and social care services 5. Proven experience of ensuring sound monitoring & evaluating of contract performance including financial and service monitoring to deliver required improvements. 6. Ability to develop and negotiate effectively on a range of contracts and to formalise arrangements in contractual terms and work closely with internal finance teams 	E E E E E E	Application & Interview

7. Proven experience of managing budgets and ensuring value for money in contracting and service delivery.	E	
8. Ability to analyse management, statistical and contractual information for the purpose of strategic planning, identifying key factors and offering practical solutions.	E	
9. Proven experience of working in partnership with service users and carers to create more responsive and person-centred services.	E	
10. Demonstrable strategic and project management skills to deliver projects or services against agreed qualitative and quantitative measures.	E	
11. Proven experience of working in a high-pressure environment, meeting tight deadlines.	E	
12. Ability to work effectively with a variety of commissioners and providers to develop best practice and respond to changing needs.	E	
13. Excellent written skills and able to communicate complex issues and information clearly to a variety of audiences, both in writing and verbally.	E	
14. A good communicator and excellent people-skills, including in complex environments.	E	
15. Able to work on own initiative and as part of a team with internal and external partners, clinicians and non-clinical staff.	E	
16. Understanding of and commitment to The Brandon Centres Equal Opportunities policy, and its relevance to this job.	E	
17. Fully self-supporting and an experienced and competent user of IT packages	E	
18. Willing and able to travel within and outside of the borough on a regular basis, and to attend occasional out of office hours meetings and events from time to time.	E	