



JOB DESCRIPTION: Children & Young Person's Programme Lead

Job title	Children & Young Person's Programme Lead
Responsible to	Deputy Director of Children & Young Person's services
Base Location	Chatham
Geographical Reach	North Kent (Dartford, Gravesham, Swanley, Medway)
Department	Children and Young People (CYP)
Hours	Full Time
Contract	37 hours per week
Salary	£30,328.68

Purpose of Post

The CYP Programme Lead will provide senior operational and developmental leadership for North Kent Mind's internal CYP services, leading school-based early-intervention programmes and NHSE trainee pathways. The post-holder will oversee delivery, performance and quality assurance while driving the expansion and visibility of our CYP offer across DGS and Medway.

This is an exciting time to join the department, with new initiatives, school partnerships and training programmes being developed, and the opportunity to play a key role in shaping the next phase of our CYP services.

Structure of the Post

This is a senior management post within internal CYP services, working directly with the Director and Deputy Director of CYP Services. The post-holder will line manage CBT and ASC-LD trainees and the Senior CYP Programme Lead, and will oversee the operational delivery and development of all school-based programmes and NHSE trainee placements.

Contracted hours will be worked within standard office hours (9am–5pm, Monday to Friday). This post requires a minimum of 80% in-person working, including attendance at North Kent Mind offices, schools and community venues. The role is based in a busy, collaborative office environment, and the post-holder must be comfortable working in a shared space with regular interaction from staff, volunteers and visitors.

Travel beyond the contractual base will be claimable in line with North Kent Mind's policies. Flexibility will be essential, as the role involves balancing organisational priorities with the requirements of commissioners, training providers and partner agencies.

A: DUTIES OF THE POST: GENERAL

These duties apply to all North Kent Mind Staff:

1. To work within a framework which:
 - i. Abides by all the policies of North Kent Mind, including Equity and Equal Opportunities, Confidentiality, Health and Safety, Information Governance, GDPR.
 - ii. Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
 - iii. Respects, encourages and builds on individual clients' coping strategies, skills and autonomy.
 - iv. Maintains good liaison with any other outside agencies as is necessary
 - v. Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.

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2. To participate in supervision and appraisal
3. To attend staff meeting and service team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

B. DUTIES OF THE POSTS: SPECIFIC

1. Leadership of School-Based CYP Programmes

- Lead the day-to-day delivery of North Kent Mind's school-based CYP programmes across DGS and Medway
- Oversee staff scheduling and delivery flow across schools based support and wider early-intervention activity
- Build and maintain strong relationships with schools and community partners, including attending meetings, open events and co-production meetings
- Deliver or co-deliver workshops, assemblies or sessions where required to support visibility, partnership working and service development
- Lead the development and expansion of school-based offers, identifying new opportunities and responding to emerging needs

2. NHSE Trainee Pathway Oversight

- Provide operational oversight for all NHSE trainee pathways, ensuring clear structures for placements, supervision and competency development
- Maintain regular liaison with university partners, ensuring clear communication around expectations, assessments and placement standards
- Maintain compliant clinical supervision structures for trainees and direct reports, supported by the Director and Deputy Director of CYP Services

3. Line Management and Staff Leadership

- Line manage CBT and ASC-LD trainees and the Senior CYP Programme Lead, ensuring expectations are clear and performance is monitored
- Hold monthly 1:1 supervisions which include KPI reviews, wellbeing support and progression planning for all direct reports
- Provide leadership, coaching and practical guidance for trainees and early-career practitioners
- Ensure effective induction for all new staff and trainees entering internal CYP services

4. Performance, Data and Quality Assurance

- Lead performance monitoring across all internal CYP activity, ensuring KPIs, outcomes and delivery expectations are met
- Oversee data completeness and accuracy on the CRM system, ensuring practitioners record all sessions, outcomes and contacts in line with policy
- Work with the Director and Deputy Director of CYP services to monitor trends, risks and service flow, using data to identify positive change within the delivery of services
- Ensure all CYP activity meets safeguarding, governance and quality standards

5. Service Development and Growth

- Drive the growth and visibility of the CYP offer, identifying new opportunities, partnerships and innovations
- Support the development of new programmes, digital content and training materials
- Contribute to funding applications, project proposals and internal strategic planning

- Represent CYP services at external events, forums, networks and school engagement activities
- Operational management of the social-enterprise delivery model of low-cost support services within the CYP department with strategic support from the Deputy Director of CYP Services and finance support from the CYP Finance Officer

6. Cross-Service Integration

- Work closely with the Director and Deputy Director to align school-based work and trainee pathways with wider CYP strategy
- Support organisational initiatives, development work and internal projects as required

C. QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS

The post-holder will bring experience of working within CYP mental health or early-intervention services and the confidence to support trainees and early-career practitioners. They will be comfortable leading within school settings, working with performance data and outcomes, and maintaining high safeguarding standards. A background in CYP services, education, wellbeing or mental health is essential.

Required Qualifications

- Level 3 management qualification minimum, or equivalent experience in a management or senior coordination role
- A relevant qualification such as CWP, SWP, psychology/counselling degree, or an equivalent professional background

Professional Requirements

- Experience supporting or supervising trainees or early-career practitioners
- Good understanding of CYP mental health, early-intervention models and school-based support
- Experience within CYP services, education, mental health, wellbeing or a related field
- Ability to work confidently with performance data, outcomes and CRM systems
- Clear understanding of safeguarding and risk procedures
- Confident communication skills, including working with schools, families and partner agencies

Person Specification

Criteria	Essential	Desirable
Level 3 management qualification minimum, or equivalent management experience	✓	
Relevant qualification such as CWP, SWP, psychology/counselling degree, education, social sciences or equivalent	✓	
Experience supporting or supervising trainees or early-career practitioners	✓	
Experience within CYP mental health, early intervention, wellbeing, education or related services	✓	
Knowledge of i-THRIVE, NHS Long Term Plan priorities or CYP IAPT principles		✓
Familiarity with evidence-based approaches (e.g. CBT-informed)		✓
Proven experience of line management, staff supervision or coordinating trainees	✓	
Experience coordinating delivery in schools or community settings	✓	
Experience conducting assessments or triage to appropriate pathways		✓
Experience in service coordination, monitoring and reporting against KPIs	✓	
Experience using CRM systems and ensuring data completeness/accuracy	✓	
Experience of quality assurance and using data to inform improvements	✓	
Experience building or expanding services, partnerships or new initiatives	✓	
Experience presenting or representing services at external events or partnership meetings		✓
Good understanding of CYP mental health and early-intervention models	✓	
Knowledge of school systems and the needs of education settings	✓	
Knowledge of signposting options and local CYP support pathways		✓
Clear understanding of safeguarding and risk, with ability to escalate appropriately	✓	
Ability to provide reflective space and developmental support for trainees	✓	
Ability to interpret data, outcomes and performance dashboards	✓	
Excellent communication skills with CYP, families, schools and partners	✓	
Strong organisational skills with ability to balance competing priorities	✓	
Excellent digital literacy, including MS Office and digital resources	✓	
Non-judgemental, empowering and person-centred approach	✓	
Commitment to equality, diversity and inclusion	✓	
Understanding of professional boundaries and ethical practice	✓	
Flexible and proactive approach to problem-solving	✓	
Ability to work under pressure and maintain high standards	✓	
Car driver with access to own vehicle		✓