

Assistant Manager Care and Wellbeing Children's Services Job Description

JOB TITLE:	Assistant Manager Care and Wellbeing
EMPLOYMENT BASIS	Full-Time
DIVISION:	Children's Services
REPORTS TO:	Children's Services Manager

ROLE PROFILE We are seeking to recruit an experienced social worker to assist in the development and delivery of evidence-based practice for children in care. The person will be accountable to the Children's Services Senior Manager. The post holder will be required to establish effective working relationships with staff at all levels of Fondazzjoni Sebh and to assist in the delivery of high quality services to children.

TERMS AND CONDITIONS The new appointee will be required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to four months probationary period. The person appointed will be subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta.

The role will be based at Fondazzjoni Sebh Central Office in Hamrun with travel required to the different venues where services are offered by the organisation.

KEY RESPONSIBILITIES **Developing and Maintaining partnerships**

In liaison with the children's services senior manager:

- Identify key partners and contribute to build and maintain effective professional relationships in order to promote services, ensure effective mechanisms for referrals and support the sharing of knowledge gained through the provision of commissioned services



- maintain productive working relationships, through liaison and joint work with other agencies, organisations, groups and individuals within the professional and operational remit
- maintain quality, standards and positive outcomes for children in care

Promoting the development of service for children in care

In liaison with the children's services senior manager:

- ensure that all children are receiving service that is of the highest standard
- ensure that safeguarding practices within the children's services conform to the Archdiocese of Malta's principles, core standards and national guidance
- ensure that staff are aware of policies and procedures
- plan staff training needs
- mentor and train teams of volunteers engaged within children's services
- deliver service in line with equal opportunities practices and give due and professional attention to issues of diversity
- draft and review of SOP's and Guidelines for Children's Services
- assist in the implementation of requirements set by the Social Care Standards Authority
- collaborate across a range of services within the organisation in order to strengthen the role and contribution of existing services and create new opportunities for services within a whole-system framework of operation
- ensure that evidence from services informs strategic planning and development in line with Fondazzjoni Sebħ ethos
- develop projects and participate in research studies that enhance the service provision of Fondazzjoni Sebħ
- develop, maintain and update online sources that ensure data storage that is compliant to GDPR
- evaluate the service users' experiences
- promote best practices

Recruiting and developing staff

In liaison with the Children's Services Senior Manager:

- participate in the recruitment of staff
- participate in the induction training of new staff



Fondazzjoni Sebħ
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 www.sebh.mt

- deliver training to staff when required
- mentor new staff and provide supervision when required

Promote awareness and understanding of children in care and the services offered to them

In liaison with the Children’s Services Senior Manager:

- support Fondazzjoni Sebh’s media strategy
- attend and represent Fondazzjoni Sebh in public functions,
- participate in media interventions,
- deliver presentations, lectures and talks

Other responsibilities

In liaison with the Children’s Services Senior Manager:

- replace the social workers when they avail of vacation leave or sick leave or when such positions are still vacant.
- conduct on call duties when required
- participate in fund-raising activities as required
- produce various reports as required by the Children’s Services Senior Manager
- participates in national planning groups with governmental and voluntary organisations to represent the needs and interests of service users
- attends meetings and training courses as required, including regular supervision meetings and annual appraisal with the Children’s Services Senior Manager
- Undertakes from time to time such other tasks as may be required by the Children’s Services Senior Manager including administrative duties in connection with the post

QUALIFICATIONS AND EXPERIENCE

In possession of a Degree in social work, minimum of three years of social work experience and a social work warrant according to the Laws of Malta are essential. Experience of working in the out of home care sector will be a valued asset.

SKILLS AND PERSONAL ATTRIBUTES

- Embrace Fondazzjoni Sebh’s values
- Committed to Fondazzjoni Sebh’s vision
- Strong written and verbal communication skills
- Self motivated
- Resourceful and able to perform under pressure



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- Solid organisational and analytical skills
- Ability to manage multiple projects, priorities and deadlines
- Assertive and empathetic
- A good listener with a non-defensive approach
- Willing to take responsibility and be accountable

HOW TO APPLY

Please send a statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2025/11, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Support Services Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebħ to reflect the needs of the service. This Job Description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission and any applicable legislation.



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