

Deputy Programme Manager Reducing Parental Conflict Programme (fixed term for one year maternity cover)

Funded by the Department for Work and Pensions (DWP), the **Reducing Parental Conflict Programme** is trialling a range of different interventions intended to strengthen couple and co-parenting relationships, particularly in unemployed families.

We are seeking a Deputy Programme Manager with experience in project development, parenting and therapeutic work with families or couples, to lead a multi-disciplinary team of practitioners and to sustain effective, creative relationships with local authority partners and sub-contracted organisations.

Based in Tavistock Relationships, the programme will benefit from and feed into the organisation's many years' experience of providing high quality clinical work, training, and research with couples.

Key Terms and Conditions of Employment

Purpose of Job: To support the Programme Manager in establishing, leading, and managing the Reducing Conflict Programme in London and Hertfordshire

Reports to: Programme Manager

Location: At present home based but can be office based in Central London once return to work is permitted. Work with parents across a number of London boroughs and Hertfordshire Contract Package Area, as required

Hours of work: Full-time, 37.5 hours per week (Monday-Friday), but some evening and weekend working may be required. We can offer some flexibility as to number of days and hours worked.

Salary: £42-50k per annum pro rata

Holiday: 25 working days plus bank holidays

Pension: Group personal pension scheme
5% employee contribution – 6% employer contribution

About Us

Formed in 1948, Tavistock Relationships is internationally renowned as an organisation delivering and developing advanced practice, training, and research in therapeutic and psycho-educational approaches to supporting couples.

We deliver professional training to the next generation of couple therapists and provide clinical services to couples and parents throughout London. We provide a range of affordable counselling and psychotherapy services which support clients experiencing challenges in their relationships, their sexual lives, and their parenting.

In addition, we undertake research, service development and policy activities which encourage the development and growth of effective and innovative relationship support interventions.

Counselling and Therapy Services

For more information about our counselling and therapy services please visit www.tavistockrelationships.org.

Innovative Projects

One way we bring innovative practice into being is through our projects. These new and challenging pieces of commissioned work (often including third sector, health as well as national or local government partnerships) include specially designed clinical delivery and front-line training. Details of current projects we have can be found in our [Services and Programmes page](#).

Purpose of Job

- Support the Programme Manager to lead, manage and further develop a DWP-funded programme, trialling a number of different interventions with co-parental couples, all aimed at strengthening co-parenting relationships, and reducing parental conflict.
- Manage and sustain effective, rigorous, and supportive relationships with training providers and sub-contractors, while liaising closely with partner local authorities and the DWP as contract manager.
- Review the effectiveness of the work continuously, responding to challenges and introducing necessary alterations.
- To expand the processes and systems established for the Programme and other projects within Tavistock Relationships.
- To assist in the recruitment of staff across the Programme as needed.
- To support the Programme Manager in overseeing the delivery of interventions across the Programme and other projects as necessary (Mentalization PP and Parents as Partners).
- To establish good working relationships with Contract Package Area Gateway lead and other LA representatives.
- To work with sub-contractors to ensure delivery of contract.
- To lead and manage administrative staff on RPC Programme.

Background to the Parental Conflict Programme

The Department for Work and Pensions have awarded a contract to Tavistock Relationships to implement their innovative Reducing Parental Conflict programme, to be delivered to families in the London Boroughs of Brent, Camden, Kensington and Chelsea, Westminster, Hammersmith and Fulham, Lambeth, and Croydon. (This is one of four regional areas – nationally, the RPC programme is testing a number of different ways of working with parental couples and to evaluate the effectiveness of each.) In the London region, the lead borough is Westminster, and the interventions are Triple P Family Transitions, Triple P Advanced, Within My Reach and Family Check Up.

Local authority partners in each participating London borough are identifying and referring couples and co-parents where conflict difficulties in their relationship are affecting their parenting capacity and their children's outcomes. The post holder will help local authority colleagues continue to generate appropriate referrals.

The role of Tavistock Relationships is to co-ordinate a team of practitioners to carry out the work, some employed directly by Tavistock Relationships and some by sub-contractors (Relate, Asian Family Counselling Service, Family Lives, Elfrida Rathbone Camden) and to maintain the quality and effectiveness of that work.

Responsibilities

Working with the Programme Manager and deputising for them in their absence:

Develop and manage the work with parents

- To lead a team of practitioners and other project staff.
- To understand all of the parenting/relationship interventions to be delivered and to ensure that all staff are trained and supported in the interventions they will be working with.
- To work with partners to refresh and further develop a marketing and publicity strategy for both professional colleagues and parents in conflict themselves, as they are able to self-refer.
- To oversee effective and workable systems for case management of the work with parents, from receiving and allocating parents as referrals to safe discharge.
- To co-ordinate an outreach and information programme for referrers, ensuring that all relevant professionals are aware of the programme and understand the referral route.
- To provide a timely, accessible and straightforward system of response to parents, including clarity about the service offered and an openness to feedback, including complaints where necessary.
- To have an overview of progress in referral and delivery at all times, with particular reference to performance standards and delivery targets.
- To provide or co-ordinate regular opportunities for staff development and reflection on the quality of the work, through clinical supervision, workshops and events for all programme colleagues.
- To ensure that clear record-keeping systems are in place and maintained, and that all necessary data is collected, recorded and reported on as appropriate.
- To ensure that all work, both at Tavistock Relationships and of sub-contractors, complies with good practice standards in relation to safeguarding, data protection and all other areas of risk.

Manage relationships with sub-contractors

- To maintain good working relationships with the sub-contractors, monitoring and managing the contract arrangements with them and ensuring clarity about their responsibilities.
- To ensure that they are aware should sub-contractors face difficulties in delivery, to feed this back to the Programme Manager, and support any action to address the difficulties.

Liaison with DWP and Lead Borough/County

- To maintain creative and productive relationships with DWP Implementation leads and with the designated RPC representative in the lead borough (London and Hertfordshire).
- To be fully familiar, and to ensure compliance with, the demands and requirements of the Reducing Parental Conflict contract.
- To maintain systems which ensure that all necessary information in relation to delivery of the programme is kept accurate and up to date.
- To be available to provide phone or written updates as required.

- To monitor and identify any delays or challenges to programme delivery, and to develop and implement action plans for addressing difficulties.
- To attend and present at all DWP performance meeting and development days with other TR staff including the Programme Manager and/or Deputy Director.

Management team at Tavistock Relationships

- To deputise where necessary in managing the budget of the programme.
- To undertake where necessary internal reporting, including financial accounting and management.
- To work closely with the Programme Manager and all Tavistock Relationships staff to ensure that processes are effective, and that management information is regular and reliable.
- Any other duties as required.

Person Specification

The successful applicant will:

Essential	
Skills and Experience	Have a relevant post-graduate professional qualification in psychology, psychotherapy, social work, teaching or equivalent.
	Have experience of staff and project management.
	Have substantial clinical experience of working with, and supervising and managing work with families or couples, including those who are hard to engage or living in adverse circumstances.
	Have successful experience of delivering parenting programmes.
	Have worked within an organisation and demonstrated an ability to carry significant responsibility and work well with colleagues.
	Have an absolute commitment to working inclusively, be able to demonstrate anti-racist and non-discriminatory practice and help us continue to develop our thinking and practice in these areas.
	Be highly computer literate with experience of using Excel, PowerPoint, Word and Microsoft Outlook.
	Have some experience in managing and developing innovation.
	Be committed to supporting research and evaluation within this programme.
	Have good presentational skills.
	Be an excellent relationship builder.
	Be a good leader and team member, able to work well with and command the respect of others.
	Be flexible and highly responsive in their approach.