



## **TEAM MANAGER – JD, PERSON SPEC & ADVERT PACK**

---

**Job Title: Team Manager – One-to-One and Neuro-Developmental Team**

---

### **About Learning Space**

Learning Space supports the emotional wellbeing and mental health of children, young people and families. We deliver high-quality, child-centred services that are caring, professional and rooted in solution-focused practice.

We are part of **Mindworks Surrey**, an alliance of NHS and voluntary sector organisations, with young people's voices at the centre. Our work aligns with the **i-THRIVE Framework**, a needs-led, person-centred approach focused on early help, shared decision-making and access to the right support at the right time.

---

### **Role Purpose**

To lead and manage a team delivering one-to-one and neurodevelopmental services for children and young people.

The Team Manager will provide effective leadership, supervision and development support, ensuring services are delivered in line with Learning Space values: young people first; professional and caring; maximising impact and solution focused.

---

### **Job Description:           Team Manager – One-to-One and Neuro-Developmental Team**

Line Manager:   Head of Children and Young People (CYP) Services

Line Management responsibilities: c.10 CYP team members

Permanent, 4 days per week (0.8 FTE), 52 weeks per year

£35,000 FTE (pro rata £28,000)

Working Pattern:

- Core hours: 9.00am–5.00pm
- Flexible across four days (Wednesday required)
- Hybrid working with some home-based working



Location: Surrey mainly Guildford with regular travel to Tadworth, Redhill and some travel to other sites/meetings as required

## Key responsibilities

To ensure effective, high quality and safe services in your area are delivered to children, young people (CYP) and their families, meeting operational and commissioners' targets.

To lead and manage a team ensuring effective leadership, supervision, support and development in line with Learning Space values delivering one-to-one and neurodevelopmental services for children and young people.

To contribute to the development of CYP services including quality, learning and innovation

To contribute to internal and external reporting and in collaboration with the CEO/Head of CYP to develop effective relationships with key external stakeholders in your areas

## Duties and tasks to fulfil the key responsibilities

### Team Leadership and Line Management

- Line manage a team of up to 10 or more practitioners
- Lead induction and onboarding of new staff through probation periods
- Hold regular team meetings and 1 to 1s and performance reviews including setting objectives, reviewing progress celebrating success and supporting wellbeing
- Ensure staff comply with and keep up-to-date on safeguarding and other policies and essential training requirements
- Encourage continual professional development of your staff; Identify skill gaps within your team and recommend changes or provide learning opportunities to fill these gaps
- Manage concerns, conflict and complaints, working with HR as required
- Ensure reflective supervision and support staff wellbeing

### Service Delivery and Projects



- For your service areas, contribute to operational planning, lead the delivery and monitoring of high quality, safe CYP-focused services in line with targets for quality, delivery and other commissioner/funder requirements
- Ensure high-quality, consistent practice across the team
- Contribute to continuous improvement of services
- Stay up-to-date on the changing needs of CYP and on innovations and best practice.

### **Finance and Resource Management**

- Ensure adherence to financial policies and procedures
- Support budget management monitoring and expense tracking

### **Reporting and Data**

- Maintain accurate team records and compliance data
- Ensure high-quality use of case management systems, including timely data entry
- Gather and quality-check performance data in line with reporting deadlines

### **Stakeholder and Partnership Working**

- Communicate effectively across the organisation and with external partners
- Attend and contribute to partnership meetings
- Provide updates to senior management
- Prepare and deliver presentations where required

### **Safeguarding Responsibilities**

**Safeguarding Statement:** Learning Space is committed to safeguarding and promoting the welfare of children, young people and families. All staff are expected to share this commitment. Appointments are subject to safer recruitment procedures, including: Enhanced Disclosure and Barring Service (DBS) check; Satisfactory references; Verification of identity and right to work in the UK.

- Undertake Designated Safeguarding Lead (DSL) training (provided)
- Respond to safeguarding concerns and support decision-making



- Maintain accurate and confidential safeguarding records
- Support staff with the emotional impact of safeguarding work
- Contribute to multi-agency safeguarding meetings

### **Other Duties**

- Leading by example in line with Learning Space values: young people first; professional and caring; maximising impact and solution focused
  - Deputise as required
  - Undertake other duties commensurate with the role
- 
- 

## **Person Specification: TEAM MANAGER**

### **Essential Criteria**

#### **Essential experience**

- At least **2 years' experience of line management responsibility**, including supervision, performance management, staff support and development
- Experience of managing a team delivering high-quality, safe services to children and young people, ideally within ND, SEN, social care, education, clinical, or related sectors.
- Experience supporting, developing and motivating staff to deliver high-quality services
- Experience managing budgets or willingness to learn

#### **Essential skills, qualifications, knowledge and qualities**

- A degree or equivalent qualification/knowledge in a relevant field
- Strong understanding of mental health and/or neurodivergence and interventions to support wellbeing, to meet the needs of children, young people, and families
- Knowledge of safeguarding responsibilities for CYP services and knowledge of relevant policies, legislation, and best practice



- Resilience and adaptability to work in a supportive but also high pressure and challenging environment
- Good team player, able to build effective relationships with internal and external stakeholders.
- Ability to communicate clearly and effectively in written and spoken English, including producing accurate records and reports
- Competent IT skills, including use of Microsoft 365 applications (e.g. Outlook, Word, Excel, Teams)
- Experience using case management systems or databases for recording work with children and young people, or ability to learn quickly
- Ability to maintain accurate, timely and confidential records in line with organisational and safeguarding and data protection requirements
- Ability to interpret and work with data, including basic numeracy skills for monitoring budgets and performance data
- Strong organisational skills and ability to manage competing priorities
- Ability to provide reflective supervision and support staff wellbeing
- Ability to manage performance, including addressing concerns constructively
- Commitment to equality, diversity and inclusion
- Ability to work in line with Learning Space values

#### **Other Requirements**

- Ability to travel across Surrey to meet role requirements (e.g. access to a car or alternative arrangements)

---

#### **Desirable Criteria**

#### **Desirable Experience and Knowledge**

- Knowledge of the THRIVE Framework
- Experience working within Mindworks Surrey or similar CYP mental health systems



- Experience in the charity or voluntary sector
- Experience supporting neurodivergent children and young people

### **Desirable Qualifications**

- Qualification in leadership, management or people management

### **Desirable Practice Approaches**

- Experience of solution-focused approaches
- 

## **Job Advert**

### **Team Manager – One-to-One and Neurodevelopmental Team**

**Location:** Guildford (with travel across Surrey)

**Salary:** £35,000 FTE (£28,000 pro rata)

**Contract:** Permanent, 4 days per week

---

### **About the role**

We're looking for a skilled and compassionate Team Manager to lead our One-to-One and Neurodevelopmental Team, supporting children and young people with their emotional wellbeing and mental health.

This is a great opportunity to lead a team delivering meaningful, high-impact work in a supportive and values-led organisation.

You'll provide leadership, supervision and development support, helping ensure children and young people receive the right support at the right time.

---

### **About us**

Learning Space is a charity supporting children, young people and families with emotional wellbeing and mental health.

We are part of **Mindworks Surrey**, working in partnership with NHS and voluntary sector organisations and aligned with the **i-THRIVE Framework**.

---

### **About you**



We are looking for someone who:

- Has experience managing a team
- Has worked with children and young people
- Can support, motivate and develop staff
- Is organised and able to manage competing priorities
- Has strong communication and IT skills
- Shares our values: child-first, solution-focused, caring and professional

Travel across Surrey is required.

---

### **What we offer**

- A supportive, values-driven organisation
- Opportunities for professional development (including DSL training)
- Flexible and hybrid working arrangements
- The opportunity to make a meaningful difference

---

### **Safeguarding**

Learning Space is committed to safeguarding and promoting the welfare of children, young people and families.

All roles are subject to safer recruitment checks, including:

- Enhanced DBS
- Satisfactory references
- Right to work checks

---

### **How to Apply**

**To apply for this role, please complete our online application form:**

[Application form Team Manager – Fill out form](#)

### **Key Dates**



- **Closing date: end of Sunday 5<sup>th</sup> July 2026**
- **Interview dates: 14th and 15th July 2026 (Venue TBC)**

### **Selection Process**

**Shortlisted candidates will be invited to interview. The selection process may include:**

- A panel interview
- A task or presentation relevant to the role
- Questions relating to safeguarding and working with children and young people

June 2026