

Beannachar Job Description

- Job Title:** Day Services Manager (Work and Learning)
- Salary:** Range £30k to £32.5k (depending on experience)
- Reports to:** Community Leader/Director
- Job Purpose:** To manage the delivery of work/learning day services in an efficient and effective manner to:
- Enhance the potential of resident and day students attending workshops and working in the farm and gardens
 - Improve outcomes for all those attending day services
 - To develop the service in accordance with the recommendations of the Day Services Review

Job Scope

Professional: To be the registered manager for this service and to provide leadership, supervision and support to all workshop leaders and others who directly report to the post and, through them, to ensure that the same happens for those staff/volunteers that they manage.

Close working relationships will be essential with the Residential Service Registered Manager and all members of the Core and Extended Management Team and to share in any on-call arrangements.

Budget: To be accountable for the budgets applicable to the day services; exercising strong budgetary control and to provide regular reports as requested.

Governance: To ensure that the work undertaken by staff/volunteers meets evidence based and best practice, meeting high professional standards in day services provision

To be responsible for a performance management process which is based on the regular consideration of relevant service data and information; the use of audits of practice; the results of any internal or external inspections, and performance reviews. To take responsibility for responding to and acting upon any issues arising through team meetings, supervision or the Staff Appraisal scheme

To ensure that Risk Management is embedded within the work of the day services

Health and Safety: To ensure that the services provided are consistent with the policies, procedures and protocols of Beannachar

Safeguarding: To ensure that work undertaken to safeguard adults is effective and consistent with the policies, procedures and protocols of Beannachar

Main duties and key accountabilities

Leadership and Management

1. To manage the provision of day services through the Workshop Leaders who report to this post
2. To lead, motivate, direct and encourage all relevant staff and volunteers to deliver evidence-informed best practice and outcome-focused services
3. To develop, communicate and keep under review the key objectives and priorities for day services as described in the report of the day services review
4. To ensure that supervision, training and development opportunities are available to all staff and that, for those staff whose supervision or appraisal indicates that they need specific training in order to improve their practice, it is provided to them, in line with the Learning Pathway
5. To be accountable for the development of the service in line with the day services review
6. To be accountable for the performance of the day services, particularly in outcomes achieved by students
7. To be accountable for service improvement, taking appropriate actions to rectify any deficiencies and to enhance delivery
8. To ensure, by continuous liaison with the Residential Service Registered Manager and house coordinators that managers and staff are working effectively with their operational counterparts
9. To contribute to and occasionally chair multi-disciplinary and multi-agency discussions when they are in connection with day students
10. To ensure that resources are deployed appropriately and effectively in meeting the needs of young adults who receive the services provided
11. To manage complaints in relation to the provision of day services

Leadership and Strategic Direction

The post holder is responsible for supporting the LMT in providing leadership to day services in line with any Strategic or Development Plan in existence at the time.

Performance Management and Improvement

The day services manager is responsible for the operational performance and effectiveness of their team. The manager will be responsible for ensuring that each member of their team understands where they fit into the team, the business, and the community of Beannachar

Management of Staff and Resources

The day services manager is responsible for the effective management of staff and resources. The post holder will also be responsible for the delivery of the portion of Beannachar's budget that falls under the control of this post and for expenditure in accordance with Beannachar's regulations.

Beannachar: Person Specification

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Attributes	E or D	Method of Assessment
<p>Qualifications SVQ level 4 in leading and managing health and social care, or working towards it (or equivalent)</p> <p>BA (RCC), or BA (Curative Education) or BA (Social Pedagogy) or equivalent</p> <p>Registration with SSSC</p>	<p>E</p> <p>D</p> <p>E</p>	<p>Pre-employment checks</p> <p>Pre-employment checks</p> <p>Pre-employment checks</p>
<p>Experience Experience in working with adults with special needs Experience of managing staff/volunteers Experience of team building Experience of Budgeting Management</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>Pre-employment checks</p> <p>CV/Interview</p> <p>CV/Interview/References</p> <p>CV/Interview/References</p>
<p>Knowledge & Skills Knowledge of special needs and autism Excellent interpersonal skills Excellent communication skills, written, oral and presentations Knowledge/Experience of safeguarding adults Knowledge/Experience of care planning and programme development Excellent diplomacy/negotiation skills Responsive to deadlines Excellent Leadership skills Excellent Problem solving skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV/Interview</p> <p>Interview/References</p> <p>CV/Interview/References</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>Interview/References</p> <p>Interview/References</p> <p>CV/Interview</p> <p>CV/Interview</p>
<p>Disposition Self-motivated Flexible Reliable Able to cope in stressful situations Ability to lead a number of teams Good attendance record Well presented Resilient</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview and References</p> <p>Interview and References</p> <p>Interview and References</p> <p>Interview and References</p> <p>Interview and References</p> <p>Interview and References</p> <p>Interview and References</p> <p>Interview and References</p>