



JOB DESCRIPTION

TITLE OF JOB: Deputy Manager

SERVICE/PROJECT: Henfield Haven

REFERENCE NO: DMHH/Oct18

CLOSING DATE FOR APPLICATIONS: 9.00 am, Wednesday 17th October 2018

INTERVIEW DATE: Tuesday 23rd October 2018

HOURS PER WEEK: Part time (30 hours) 9am-5pm Monday, Wednesday, Thursday & Friday

TEMPORARY/PERMANENT: Permanent

SALARY: NJC BAND 3, NJC Points 22 – 27, starting £21,074 p.a. pro rata

HOLIDAY ENTITLEMENT: 27 days pro rata per annum, plus 3 extra days at Christmas and the usual statutory holidays.

ACCOUNTABLE TO: Centre Manager

LINE MANAGED BY: Centre Manager

RESPONSIBLE FOR: Ensuring there is a range of lively and inspiring activities available on a daily basis and health and safety is maintained within the centre. The post holder will also provide group and one to one support including for people with dementia.

For an informal chat about the job, please contact Sue Game - Older Peoples Services Manager on **07464 541463**

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an Enhanced DBS check



BACKGROUND & AIMS OF PROJECT

Impact Initiatives was set up over 35 years ago to support local people in need. Our original remit of 'filling the gaps in statutory services' is as relevant today as it has always been.

Today Impact manages a range of services in Sussex for all ages, the services are all designed to help people to meet their potential and have an improved quality of life. Each of our services has a specialist manager and staff team who are supported by the Impact Central Team who provide management in finance, HR, administration, IT, facilities and project development. This is a cost effective way of the services having consistent professional support and enables them to focus on the service provision.

The Henfield Haven is a lively, bright & inspiring place to be, providing activities and services that help to maintain health & wellbeing to keep mind and body active. The centre promotes 'living life to the full' through a range of joined-up services, focussed on the needs of individuals, their carer's and family supporters.

The Café is open weekdays from 10am to 4pm Monday to Friday providing refreshments, lunches & snacks, freshly cooked every day & open to everyone. A range of community activities, treatments are also available e.g. chiropody and reflexology and community trips.

Three days a week the centre provides support and inspiring individually planned activities for people with dementia or similar care needs.

The Centre is run in partnership between the Henfield Social Enterprise CIC and Impact Initiatives.

We have centres with cafés in Henfield, central Hove and Coldean, and also run groups and classes in other venues. Approximately 800 people currently use the services ranging from full days for people needing a high level of support to those who visit one of our café's or classes once or twice a week. All the services are extensively networked and we have strong links with other organisations around us ensuring we make best use of resources and can easily direct people to the best service or advice for them.

MAIN DUTIES AND RESPONSIBILITIES:

1. To work with the team to ensure the welcoming and inspiring atmosphere at the centre is maintained and provide a range of forward thinking and innovative services and activities in line with contractual agreements.
2. To support customers with personal care at the Centre as required
3. To support staff, volunteers and customers to develop and deliver a planned range of activities and the ongoing development of the services.
4. To support the team of volunteers to carry out their roles.

5. To liaise with the manager to ensure adequate staff and volunteer cover of the services e.g. cover for annual and sick leave.
6. To liaise with other relevant organisations and professionals to support joint working.
7. To liaise with other agencies, carers and families of members maintaining good relations and communications and promoting the services positively.
8. To liaise with the manager to support the on-going publicity and promotion of the services, linking with other organisations where relevant and ensuring compliance with the Impact guidelines.
9. To maintain and update customer records on a regular basis.
10. To produce information for reports when requested including accurate quantitative and qualitative information.
11. To follow all aspects of health and safety within the centres and their activities including all security procedures for the building are in place and followed.
12. To adhere to west Sussex County Council's Safeguarding Adult Policy.
13. To work within the service and organisational policies and procedures.
14. To attend regular supervision sessions and meetings as required by the Team Leader. To attend regular team meetings Impact conference days' as required.
15. To attend training events as relevant to your service area. To attend training courses and events in consultation with the Manager.
16. To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
17. To comply with and implement Impact Initiatives Equalities and Diversity Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
18. To comply with and implement Impact Initiatives Health and Safety Policy and Procedure relating to the specific activities on which you are employed. Carry out appropriate risk assessments. Generally to take reasonable care for health and safety of all those affected by this work. Ensure that the COSHH policy is adhered to.
19. To undertake any other duties, as appropriate to the character of this work and as requested by the Service Manager or Senior Management Team as reasonably required.

PERSON SPECIFICATION

Essential Skills:

1. A high level of enthusiasm, vision and commitment to helping people aged 50+ live healthy and fulfilling lives.
2. An ability to manage own workload directly linked to an agreed work plan linked to relevant contractual agreements.
3. An understanding of or experience of working with people with dementia.
4. Experience of working creatively and effectively with people, supporting them to identify their needs and play an active role in developing services and activities which address these.
5. Experience of and commitment to working in partnership to make best use of skills, ideas and resources.
6. Experience of supporting a team of staff and volunteers ensuring they have the resources needed to carry out their roles effectively.
7. Proven ability to co-ordinate a multi-faceted role prioritising to best meet the needs of the customers and ensure contractual requirements are met.
8. Proven ability of maintaining administrative, monitoring and evaluation systems including accurate recording of income and expenditure and numbers of service users.
9. The ability to ensure health and safety within multi-purpose buildings.
10. A commitment to equal opportunities and understanding of its relevance to older people.

Desirable

1. Knowledge of West Sussex and its existing services for older people.
2. Ability to drive a minibus or willingness to learn