

Job Description

Job Title: Centre Manager – Clubs @ Leslie Park	Hours: 37.5 hours per week	Permanent
Reporting to: Operations Manager	Responsible for: Saturday Club Coordinator Leslie Park - Deputy Manager; Support Worker/Drivers Support Workers Volunteers Students on placement	Location: Leslie Park

Job Purpose	<ol style="list-style-type: none"> 1. To lead, plan & develop a new, expanded service to provide a range of meaningful activities to meet the needs of adults with learning disabilities. 2. To schedule and manage allocated staff and volunteers. 3. To manage allocated budgets. 4. To manage safeguarding and health & safety responsibilities related to Clubs @ Leslie Park and members who attend.
Key Responsibilities	<ol style="list-style-type: none"> 1. To plan, risk assess & provide suitable activities that are coproduced with staff & Members to meet the needs and aspirations recorded in individuals' person centred plans. 2. To establish and maintain links with care managers, social workers and commissioners in Croydon council, as well as health and employment support professionals to best support Members' health and well-being. 3. To create and maintain links with providers in the local community to identify & develop opportunities for Members' participation & progression in a range of activities.

	<ol style="list-style-type: none"> 4. To supervise and manage staff through regular supervision and appraisals. 5. To communicate effectively with Members, parents, carers & professionals ensuring Members' needs and aspirations are understood and appropriately supported. 6. To plan, advertise and run regular parent / carer evenings / meetings. 7. To promote, receive and process applications for new membership of Clubs @ Leslie Park, conducting risk and suitability assessments in liaison with funding authorities and/ or the applicant/ their representatives where they are self-funding. To agree a contract of provision for successful applicants 8. To co-produce and annually review person-centred plans with each Member with input from parents/ carers/ social workers when required. 9. To maintain accurate, up-to-date records on each Members' attendance and progress, producing reports as required by the CEO/ Operations Manager and Croydon council. 10. To provide reports on outcomes, outputs and satisfaction surveys as required by the CEO/ Operations Manager. 11. To ensure a safe & well-maintained working environment for all members, staff, volunteers and visitors; recording & reporting any accidents/ incidents or near misses to the Operations Manager (or CEO in the Operations Manager's absence). 12. Collaborate with Operations Manager to maintain and review all relevant policies & procedures relating to the effective and safe management of Clubs @ Leslie Park. 13. To be responsible for Croydon Mencap vehicles both on and off-site. This includes setting up maintenance contracts and transportation routes.
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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		
NVQ in Health & Social Care 2/3	√	NVQ 4/5
First Aid certificate	√	
Management Qualification		√
Skills/competencies		
Effective oral & written communication skills	√	
Effective interpersonal skills: working with people at all levels from varied backgrounds especially people with learning disabilities and their carers.	√	
Effective organisational management skills	√	
Effective people management skills	√	
Effective financial management skills	√	
Ability to turn vision into practical delivery of services.	√	
Ability to coproduce plans with a variety of stakeholders.	√	
Ability to champion and market new services.	√	
Good prioritisation, organisation and time management skills.	√	

Criteria	Essential	Desirable
Knowledge		
Knowledge of relevant computer skills e.g. Microsoft Office	√	
Knowledge of current community care policies and legislative requirements of the Care Act 2014	√	
A general understanding of the support needs of people with learning disabilities and the issues affecting their lives	√	
A detailed understanding of Person Centred Planning methods and processes.	√	
A detailed and working knowledge of Adult Safeguarding policy and procedures.	√	
A detailed understanding of the Mental Capacity Act	√	

Criteria	Essential	Desirable
Previous Experience		
Experience of managing a staff team	√	
Experience of providing professional supervision and mentoring individual staff	√	
Experience of working with people with learning disabilities	√	
Personal qualities		
Ability to work under own initiative	√	
A commitment to work evenings and at weekends.	√	
Current UK driving licence	√	
N.B. This post is subject to an enhanced Disclosure & Barring Service check & to screening through the Vetting & Barring procedure.		