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| <b>Job Title:</b>      | Project Manager – Supported Living  |
| <b>Service:</b>        | Housing Related Support Services  |
| <b>Salary:</b>         | £29,000 per annum (pro rata)  |
| <b>Hours:</b>          | Full time, 37 per week ( <i>including days, evenings, occasional sleep-ins, and some weekends and bank holidays</i> ) |
| <b>Reporting into:</b> | Head of Operations, Director of Independent Living  |
| <b>Direct reports:</b> | Support Workers, Senior Support Workers   |

### Role Responsibilities

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| <b>Delivery of quality services to people with learning disabilities and/or Autism</b> | In collaboration with service users, develop and implement working practices which ensure that they have the opportunity to maximise: <ul style="list-style-type: none"> <li>○ integration and participation in their local community</li> <li>○ development of a range of friendships and relationships</li> <li>○ informed personal choice</li> <li>○ their range of skills and competencies</li> <li>○ confidence and self-esteem</li> </ul> |
|  | Offer person centred support to service users in line with their individual and cultural preferences, day to day and long-term needs; including but not limited to social and leisure activities, health needs, personal care and domestic duties, ensuring that they are fully equipped to live comfortably in their new homes   |
|  | Ensure that service users are involved in day-to-day and long-term decision making – ‘no decision about me, without me’   |
|  | Work collaboratively with relevant external agencies; including but not limited to social services, benefits agencies, Housing Associations and advocacy groups   |
|  | Ensure that the support provided is in line with service users’ care plans and service agreements held with the local authority   |
|  | Seek and assess new referrals as they arise   |
|  | Offer support during the moving process, including setting up rent payments and appropriate benefit claims  |
| <b>Management Responsibilities</b>   | Lead by example with a positive and person-centred approach to supporting service users   |
|  | Ensure that staff within the team treat service users with dignity and respect and understand that their work environment is someone’s home.  |
|  | Provide line management and support to the staff team, ensuring they are equipped to deliver quality services   |
|  | Take responsibility for maintenance of any records relating to the staff team, liaising with other departments where required   |
|  | Ensure that monitoring records required by Centre 404 or funding agencies are maintained and produce reports as required.   |
|  | Ensure that clear systems of communication, recording, reporting and handovers are in place at the project.   |
|  | Be actively involved in shortlisting and staff selection panels, where necessary leading on recruitment for the project.  |
|  | Ensure that CQC and best practice standards are consistently met across the project.  |
|  | Manage the shift system/rota for the project, ensuring consistent cover for supporting service users  |
|  | Oversee monthly payroll processing for the project  |
|  | Ensure that Health & Safety and any other relevant standards are adhered to   |
|  | Prepare for, participate in and respond appropriately to inspections by relevant authorities.   |
| Take responsibility for ensuring that the service is managed within budget             |   |

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|  | Contribute to the development and growth of the department, including setting up new services |
|  | Participate in the on-call rota for the Independent Living and Specialist Service             |

### Person Specification

(E) Essential criteria (D) Desirable criteria

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| Physical Requirements     | Willing and able to offer physical support to service users.  | E |
|                           | Flexible and able to attend to work commitments that take place in the evenings and at weekends (for which time off in lieu can be taken)   | E |
| Knowledge & Understanding | Understanding of what makes a quality support service for people with learning disabilities and/or Autism, including Social Role Valorisation, Person-Centred Values and self-directed support values | E |
|                           | Understanding of and sensitivity to the discrimination experienced by members of vulnerable and/or minority groups  | E |
|                           | Understanding of self-directed support and personal budgets   | E |
|                           | Understanding of the principles of Positive Behaviour Support   | D |
|                           | Knowledge and awareness of relevant legislation, current and forthcoming issues relating to services for people with learning disabilities  | E |
|                           | Understanding of welfare benefits process   | D |
| Experience                | 1+ years of management experience   | E |
|                           | 2+ years of experience working with people with learning disabilities and/or Autism; including people with high and complex needs and additional physical disabilities                                | E |
|                           | Experience of working with people from varied social and cultural backgrounds   | D |
| Skills & Values           | Strong interpersonal skills, able to communicate and collaborate effectively with a range of people   | E |
|                           | Sufficient numeracy skills to confidently manage a budget   | E |
|                           | Able to work on own initiative, proactively resolving issues  | E |
|                           | IT proficient, with the ability to confidently use a range of computer software (i.e., Office and others), <i>or</i> willing to develop IT skills for the purposes of the role)                       | E |
|                           | Ability to adapt and respond positively to a dynamic work environment and to manage change effectively  | E |
|                           | Ability to organise own and others' workloads effectively   | E |
|                           | Strong self-reflective skills, able to take learning from situations  | E |
|                           | Able to maintain professional boundaries and handle confidential information appropriately  | E |
|                           | Committed to concepts of equal opportunity, diversity and inclusion   | E |
|                           | Committed to enabling choice, independence and wellbeing of people with learning disabilities and/or Autism   | E |

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

## Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.