

<b>Job Title:</b>	Deputy Manager – Haringey Opportunities Project
<b>Service:</b>	Independent Living Service
<b>Salary:</b>	<b>£25,160</b>
<b>Hours:</b>	Full-time, 32 hours, 5 days a week (2 administrative days, 3 direct support and management days)
<b>Reporting into:</b>	Project Manager – Haringey Opportunities Project
<b>Direct reports:</b>	Support Workers at Haringey Opportunities Project

## Role Responsibilities

<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 and health needs.
	Offer person centred daily programming that engages and challenges service users including facilitating group activities and creating life skill development opportunities.
	Ensure that service users are involved in day-to-day and long-term decision making – ‘no decision about me, without me’
	Maintain a clean, engaging, and safe environment for all service users.
	Work collaboratively with relevant external agencies, including but not limited to social services.
	Ensure that the support provided is in line with service users’ care plans and service agreements held with the local authority
<b>Management Responsibilities</b>	Communicate and collaborate with families and carers of service users to ensure that all vital information is shared, carers are engaged in the happenings of the centre, and that all are working collaboratively for the needs and goals of the service users.
	To act as a point of contact in the Project Manager’s absence.
	To liaise and work with the Local Authority for any quality, contract monitoring and maintenance or other issues
	Lead by example with a positive and person-centred approach to supporting service users
	Work with the Project Manager on a range of tasks, including but not limited to: <ul style="list-style-type: none"><li>○ rota planning, ensuring consistent cover for supporting service users</li><li>○ payroll &amp; invoicing</li><li>○ project budgeting and supporting the project manager in ensuring that the service is managed within budget</li><li>○ team meetings</li><li>○ inspections by any relevant authorities</li><li>○ training &amp; supervisions</li><li>○ health and safety</li><li>○ Nourish</li><li>○ SharePoint</li></ul>

	Ensure that staff within the team treat service users with dignity and respect.
	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 and service users including, but not limited to, Nourish support notes, risk assessments, training and liaising with other departments where required
	Support the Project Manager in ensuring that clear systems of communication, recording, reporting and handovers are in place at the project
	Support the Project Manager to maintain accurate record of attendance including updating the excel log sheet
	Support the Project Manager in achieving project annual work plan as well as departmental objectives
	Support the Project Manager in completing monthly reports to Haringey Council.
	Be actively involved in shortlisting and staff selection panels
	Ensure that Health & Safety and any other relevant standards are adhered to
	Participate in the On-Call rota for the Independent Living Service
	Work as part of the Independent Living Service and contribute to the development of the department

## Person Specification

	(E) Essential criteria	(D) Desirable criteria
Physical Requirements	Willing and able to offer physical support to service users.	E
	Willing and able to do physical interventions including removals and safe holds.	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-direct support values	E
	Understanding of and sensitivity to the discrimination experienced by members of vulnerable and/or minority groups	E
	Understanding of the principles of Positive Behaviour Support	E
	Understanding of behaviours of concern, functions of behaviour and environmental triggers.	E
	Knowledge of non-verbal communication methods such as Makaton, PECS, etc.	D
	Knowledge and awareness of relevant legislation, current and forthcoming issues relating to services for people with learning disabilities	E
Experience	At least 1 year experience of working in a supervisory role involving staff management	D
	At least 2 years of experience working with people with learning disabilities and/or Autism	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)	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.