

**JOB DESCRIPTION**

**Job Title: Assistant Manager**

**Department: Children’s Residential Settled Care**

**Responsible to: Registered Manager**

**Location: Newark, Nottinghamshire**

**Hours: 37.5 hours per week average including evenings, nights, weekends and bank holidays as required plus inclusion in the on call rota. Lone working may be required including night awake shifts.**

**Salary: £24,000 - £27,000 per annum – dependant on experience / qualifications plus payments for sleep in duties**

**Job Purpose**

* To work with the Registered Manager in the day to day operation of all of our settled care homes and provide regular support as required at other homes.
* To supervise, train and lead the staff at the homes.
* To ensure thephysical, emotional and other needs of children / young people are met within a supportive, homely, professional and caring environment.
* To work within Government Guidance; OFSTED Children’s Homes Regulations 2015 and Quality Standards, Local Authority guidance and the Association’s policies and meet the needs and achieve good outcomes for the young people in the home.
* To achieve and maintain an OFSTED rating of good or outstanding for the allocated settled care home(s).
* To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do

**Principle Responsibilities**

1. To be the Assistant Manager in the home assisting with the induction of staff, training, managing performance, allocation of duties and responsibilities, managing shifts, record keeping and reports, budgets, petty cash, staff deployment and day to day supervision and oversight of the staff and young people
2. To ensure that care is provided within a professional, positive and homely environment which positively integrates race, spirituality, gender, disability and sexual orientation and meets individual needs.
3. To work with the Registered Manager in the management of the homes by facilitating appropriate delegation of tasks to residential care staff and decision making to ensure that the homes are safe and efficient, being responsible for the overall day to day management and running of shifts in the absence of the Registered Manager.
4. To ensure that records such as care plans, risk assessments and anti-bullying plans are updated and reviewed
5. To work with the Registered Manager to ensure that we achieve and maintain an OFSTED rating of good or outstanding
6. To establish positive working relationships with the children / young people, assessing needs and working jointly in creating, updating and reviewing individual care plans
7. To ensure that the care provided is within a professional, positive and homely environment with an inclusive spirit
8. To work with and support the Registered Manager and Team Leaders in the professional administration and orderly running of the home including undertaking tasks such as:
9. The ordering and control of supplies and services
10. Ensuring that rotas are prepared and all shift requirements are met
11. Management of administrative procedures, including running records, weekly planners and the upkeep of the young people’s files, ensuring that they are correct and up to date
12. Overseeing and maintaining the use of petty cash, and completing weekly reconciliations
13. Maintenance of the fabric of the building, cleaning duties, fixtures and fittings and the conditions of the grounds
14. Monitoring/Managing of the budgets, financial records and related procedures.
15. Engagement with the local community
16. To guide, train and support staff with their professional development, providing feedback, training, auditing records and files, coaching, managing performance etc.
17. To act immediately upon any suspicion, evidence, allegation or concern in relation to safeguarding in accordance with safeguarding children and young people policies and procedures
18. To attend court proceedings, child protection conferences, panels etc. and contribute reports and information as requested
19. To ensure necessary liaison and communication takes place within the home and outside with families, other members of the Association, schools, other agencies and the local community
20. To ensure all staff are aware of current legal, professional, safeguarding and administrative practices and procedures
21. To work with children / young people individually and in groups with the aim of enhancing relationships, personal behavior and life skills
22. To ensure that daily and weekly safety and fire checks have been carried out, and the files, including young people’s files are maintained to a high standard
23. To complete monthly supervision of relief workers
24. To attend reviews and maintain multi-agency working, acting as an Ambassador the Association
25. To work on specifically designated or assigned projects and tasks as requested by management
26. To provide on call support as and when required, ensuring that you are contactable at all times during the specified period

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

Direct line management of Residential Social Care Workers plus supervision and management of agency workers, reliefs, work experience placements and trainees.

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.**

**Job Title: Assistant Manager**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience** | 1.1 Extensive experience (at least 2 years in the last 5 years) of working with young people aged 10 – 18 in a residential social care setting | A, I |
| 1.2 At least 1 years previous demonstrable management and supervisory experience | A, I |
| 1.3 Experience of handling conflict and managing sensitive issues to achieve positive outcomes. | A, I |
| 1.4 Experience of working effectively in accordance with established policies and procedures | A, I |
| 1.5 Experience of engaging with and motivating young people / children on a group and individual basis | A, I |
| 1.6 Experience of dealing with stressful, difficult and challenging situations appropriately and supporting staff in such situations | A, I |
| **Knowledge** | 2.1 Knowledge of relevant Child Care Legislation, Government Guidance and Best Practice | A, I, T |
| 2.2 Excellent Knowledge of Child Safeguarding Policies and Procedures | A,I, T |
| 2.3 Comprehensive understanding of Child Development | A,I |
| 2.4 Understanding of the complexities of group living | A,I |
| **Education/ Training / Qualifications** | 3.1 At least Level 3 Children's Health and Social Care / youth related qualification and willingness to undertake further training and development | A,D |
| 3.2 Training / qualifications required to be a Registered Manager including Level 5 Diploma in Leadership for Health and Social Care or equivalent. (DESIRABLE) | A, D |
| 3.3 First Aid qualification or commitment to obtain qualification within 2 months of appointment | A, D |
| 3.4 Training in, and experience of Physical Restraint, managing challenging behaviour and de-escalation techniques | A, I, D |
| **Skills & Abilities** | 4.1 Ability to manage the homes including allocation of duties and responsibilities, recruitment, staff deployment, day to day supervision and performance management. | A, I |
| 4.2 Ability to adhere to financial regulations when dealing with petty cash, assisting with budgets and monitoring income and expenditure | A, I |
| 4.3 Excellent written and verbal communication skills including the ability to write accurate, timely reports and records, explain complex issues etc | A, I, T |
| 4.4 Ability to make informed decisions and lead by example | I |
| 4.5 Ability to work on own initiative and as part of a team | I |
| 4.6 Motivation to work with children / young people demonstrating challenging behaviour in a residential setting | I |
| 4.7 Ability to present as a consistent role model for young people and staff | I, T |
| 4.8 Ability to demonstrate good parenting skills and maintain appropriate, professional relationships with children / young people | A,I, T |
| **Other work related requirements** | 5.1 Ability to support the Christian core values of the Association | A |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | D |
| 5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds | A, I |
| 5.4 Ability and willingness to work a 24 x 7 rota system including undertaking sleep-in duties, on call cover duties, lone working etc if required. What | A, I |
| 5.5 Ability and willingness to provide cover at other settled care homes | I |
| 5.6 Full driving licence (no endorsements - preferable) | A, I, D |
| 5.7 Willingness to develop and learn new skills | A, I, D |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc.

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and vulnerable adults*