



## YMCA GREATER NOTTINGHAM

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### JOB DESCRIPTION

<b>Job Title:</b>	<b>Children's Residential - Registered Manager</b>
<b>Department:</b>	<b>Children's Residential Homes Service</b>
<b>Responsible to:</b>	<b>Area Manager and Operations Manager – Children's Residential</b>
<b>Location:</b>	<b>Settled Care Homes across Nottinghamshire</b>
<b>Hours:</b>	<b>37.5 hours per week average to include evenings, nights, weekends, bank holidays, call outs etc. These are senior posts so additional hours are likely to be required to fulfil the requirements of the posts.</b>
<b>Salary:</b>	<b>£35,000 - £38,000 per annum</b>

### Job Purpose

- To be the Registered Manager for allocated Children's Residential Home(s) so that the physical, emotional and safety needs of children and young people are protected, safeguarded and promoted.
- To work within Government Guidance; Children's Homes Regulations, Local Authority guidance and the Association's policies and procedures in order to meet Quality Standards and achieve the desired outcomes for young people and children in the homes.
- To achieve and maintain an OFSTED rating of good or outstanding for the Children's Residential Care homes.
- To ensure quality assurance and compliance and ensure that the Children's Residential Care homes (including any new homes) operate within best practise, Children's Home Regulations and Quality Standards.
- To provide management, support and direction to the staff working in the Residential Care homes to ensure appropriate and effective staffing at all times.
- 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.

### Principal Responsibilities

1. To ensure that the home(s) is / are registered and managed in a way which:
  - meets the Quality Standards for children's homes as defined in the Children's Homes Regulations 2015
  - promotes children's welfare and safeguards their wellbeing
  - creates a positive physical and emotional environment where children and young people can achieve their potential
2. To ensure that the legislative requirements for planning for the young people is adhered to as they relate to Children Looked After in residential care, i.e. that care plans are progressed and the required reviews and planning processes are followed.
3. To ensure, within the resources available to the homes, that resident young people receive a high standard of physical and emotional care.

4. To ensure that care is provided within an environment which positively integrates race, spirituality, gender, disability and sexual orientation and meets individual needs.
5. To be responsible for the line management of allocated staff and to provide management and leadership for the residential service team.
6. To work closely with the senior managers in Childrens Residential Care and be jointly responsible for the management of the homes' budgets and for the maintenance and monitoring of all financial records and reports.
7. To be responsible for the administration and orderly running of the home including the ordering and control of supplies and services; administrative procedures and written records and reports.
8. To work with the Facilities Manager and team to ensure the upkeep of the homes and grounds including the fabric of the buildings, fixtures and fittings and the condition of the gardens.
9. To ensure that Fire and Health & Safety procedures are known to all and adhered to by the staff team and to undertake regular audits.
10. To ensure that the young people are included as fully as possible in decisions affecting them and the running of the homes.
11. To ensure that senior management are kept up to date in relation to important matters relating to the running of the homes and the young people we care for.
12. To maintain a knowledge base of issues relating to the area of service, including legislative requirements, practice issues and procedural developments in both Association and national contexts; ensuring that the staff managed by the Registered Manager are kept informed of these issues and practices and procedures are updated as required.
13. To positively represent the homes and the children who live there, within the Association, within the community and with partner agencies to ensure that the children and young people maximise their life chances through the opportunities of multi-agency involvement.
- 14 To liaise with the local community to ensure that the homes integrate appropriately.
15. To conduct monthly and quarterly quality control checks, regular audits and undertake regulatory duties assigned to the registered person.
- 16 As required and in partnership with the Head of Service / Senior Registered Manager, to source new homes and be involved in the recruitment, selection and induction of employees appointed to any home.

### **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 Officer 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.

**Line Management Responsibility:**

Direct line management of allocated Assistant Managers and Residential Social Care Workers, to provide management and leadership for the team based at the homes within your remit plus any temporary, agency, relief workers or work experience placements or trainees as required.

## 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: Childrens Residential Registered Manager

<i>Area</i>	<i>Criteria</i>	<i>How Assessed*</i>
<b>Experience</b>	1.1 At least 2 years in depth recent residential childcare experience working with young people with challenging behaviour ( <b>Essential</b> )	A,I
	1.2 At least one years’ management experience. ideally gained in a residential working environment including recruitment, training, managing performance, disciplinary interviews etc ( <b>Essential</b> )	A,I
	1.3 Experience of working with OFSTED, and other regulatory bodies, frameworks and assessment standards and undertaking Regulation 44 and 45 reviews	A,I
	1.4 Experience of handling conflict and managing sensitive issues to achieve positive outcomes.	A, I, T
	1.5 Experience of managing complex budgets	A, I
	1.6 Experience of working in accordance with established policies and procedures and of developing and implementing new policies, practices and procedures.	A, I
	1.7 Experience of managing health and safety issues, undertaking fire safety and health and safety checks and ensuring compliance with legislation	A, I
<b>Knowledge</b>	2.1 Up-to-date knowledge of relevant Child Care Legislation, Government Guidance and Best Practice.	A, I, T
	2.2 Detailed, working knowledge of Child Protection Policies and Procedures.	A, I, T
	2.3 Comprehensive Understanding of Child Development and strategies for Managing Challenging Behaviour	A, I, T
	2.4 Understanding of the complexities of group living.	A, I
<b>Education/ Training / Qualifications</b>	3.1 Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (or equivalent if qualified before January 2011) ( <b>Essential</b> )	A, D
	3.2 A relevant Social Work qualification such as CQSW, Dip S/W, CSS etc ( <b>Desirable</b> )	A, D
<b>Skills &amp; Abilities</b>	4.1 Ability to manage the home including allocation of duties and responsibilities, staff deployment, day-to-day supervision and oversight.	A, I

	4.2 Excellent verbal communication skills with staff, young people, families, the local community and external organisations.	A, T
	4.3 Ability to manage, monitor and improve performance in order to provide excellent services and to develop effective team performance.	I
	4.4 Ability to make informed decisions, give direction and lead by example.	A, I
	4.5 Ability to work as part of a team within the homes and across the Association.	I
	4.6 Ability to present as a stable and consistent role model for young people, staff and the department.	I, T
	4.7 Ability to multi task and prioritise using effective organisation and planning skills	A, I
	4.8 Excellent written communication skills particularly in relation to writing reports and letters	A, T
<b>Other work related requirements</b>	5.1 Ability to hold the OFSTED registration as Childrens Home Manager ( <b>Essential</b> )	I,
	5.2 Ability to support the Christian core values of the Association	A
	5.3 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <b>OR</b> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service	D
	5.4 Ability to understand the needs of people from diverse cultural, social and racial backgrounds	A, I
	5.5 Willingness to work a rota system and provide on call cover and undertake sleep-in duties ( <b>Essential</b> )	A, I

**\*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 adults at risk*