



Unit 3 Craig House
Standish Street
St Helens
WA10 1GJ
Tel: 01744-661201

Dear Sir/Madam

Please find enclosed an employment information pack as requested.

Please ensure that you complete the application form fully as any incomplete / unsatisfactory applications will not be considered for short listing. In particular, you are advised to ensure that any gaps in previous employment are fully explained. In completing the Personal / Additional Information Statement you are advised to refer to the Person Specification enclosed within the pack.

In the application pack you will find a:

- Company Statement
- Safeguarding Statement
- Person Specification and Job Description.
- An outline of the selection process.
- An Application form which includes a Self-disclosure form and Equal Opportunities Monitoring form (a separate attachment).

Please ensure that you read and complete each of the documents and return promptly to Inspire Community Services at the above address.

Alternatively, you may wish to email your documents to admin@inspirecs.org.

Yours faithfully

Vicky Morris
Asst HR / Office
Manager

Company Statement

Organisational Statement

Founded in 2014, Inspire Community Services has quickly established itself as a quality provider of Training, Accommodation and Support for young people aged 16-25 years in communities throughout, Greater Manchester and Merseyside. Working in partnership with Local Authorities and other professionals, we provide a flexible care package to facilitate the support of young people in a dignified and respectful manner, which is the cornerstone of our service delivery. Our support is essentially aimed at young 'care leavers' or young people 'in transition' whom are in need of support for their housing needs, training and other forms of support.

Our Values & Principles:

- We prioritise the welfare of the young person as paramount;
- Individuality, diversity and difference are valued and celebrated and permeate all its service provision;
- Diversity, Equality of opportunity and anti-discriminatory practice are actively promoted within all aspects of the Inspire Community Services practice;
- We actively promote Young People's health and well-being;
- At Inspire Community Services young people have their personal and physical safety safeguarded, whilst allowing for risk and challenge as appropriate to the capabilities of the individual;
- Self-esteem and resilience are recognised as essential to every young person's development;
- Confidentiality and agreements about confidential information are respected as appropriate unless a young person's well-being are at stake;
- Professional knowledge, skills and values are shared appropriately at Inspire Community Services in order to enrich the experience of the individual more widely;
- Best practice requires a continuous search for improvement and self-awareness of how our staff are perceived by others;
- We operate a 'Culture of Awareness' which recognises that young people are potentially subject to exploitation by adults who wish to use social care as an access point to abuse vulnerable young people.
- We value our staff and ensure we invest in their training and developmental needs to ensure that they deliver the best possible service to young people in our care.

Safeguarding Statement

“The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...” (‘Recruiting Safely – Safer Recruitment Guidance helping to Keep Children & Young People Safe’ CWDC 2009).

In conjunction with this statement, Inspire Community Services is continuously and proactively vigilant in deterring any individual with insidious intentions, seeking work with vulnerable children and young people in our care. We have embedded a ‘culture of awareness’ within our policies, procedures, systems and practices which promotes high level vigilance towards those who seek to abuse and exploit children and young people. This process begins from the outset through our recruitment process and stresses the Organisations explicit approach to safeguarding children through our ‘safer recruitment’ process.

Whilst ‘safeguarding’ is a key element within the Safe Recruitment process, the issue is prevalent throughout every aspect of our services and is embedded within the following Procedures and Policies.

Whistleblowing Policy. From the outset, we ensure that all staff are fully committed to raising concerns about fellow colleagues if they have any concerns about their behaviour - including suspicious behaviour towards a child / young person that could be deemed abusive.

Safeguarding Policy. The Senior Management team have extensive experience as Practitioners in Child Protection and Safeguarding Children. The Safeguarding Policy covers a wide range of factors about child abuse, the behaviour patterns of abusers, and robust procedures for reporting suspected child abuse to the relevant authorities including the Police.

Equality & Diversity Policy. Equality Diversity Policies underline the principle for individuals to be treated with dignity and respect at all times. To this end the right to protection from all forms of intended harm is paramount.

Internet & Email Policy. Inspire Community Services has robust and rigorous policies to ensure that internet and email technology is not illicitly usurped for the purposes of abusive behaviour in any form. This includes using technology for downloading illicit, sexualised, violent and abusive information or images.

Programme of induction and training for staff. Staff Induction programme underpins the Organisations responsibilities to Safeguard Children and introduces the relevant Policies and Procedures.

Code of professional conduct for staff. Staff are provided with details of the Health Care Professions Council (HCPC) which underpins the Governing Bodies principles and values for Social Care Professionals including the embodiment of Safe-guarding issues in practice.

Supervision of newly appointed staff. All new staff will receive monthly supervision where ‘Safeguarding’ is a standing item on the agenda.

A Designated Person for Safeguarding (DCSO). Inspire Community Services has appointed a ‘Designated Officer’ who has specific responsibilities for Safeguarding issues including Policy review, Training and Internal Investigations review and monitoring.

Appropriate arrangements for dealing with allegations of misconduct. Inspire’s Disciplinary Policy is unambiguous concerning action to be taken concerning abusive behaviour towards children. Suspicion of abuse will be immediately reported to the Police and Local Authority, Ofsted and Independent Safeguarding Authority (ISA). In the event of any abusive behaviour being upheld staff will be subject to instant dismissal, criminal conviction and potential registration with the ISA or newly formed Disclosure and Barring Service (DBS).

A Route into LSCB approved Safeguarding Training. Safeguarding Training will be subject to recommendations from the Local Safeguarding Children’s Board.

In conclusion, Inspire Community Services is absolutely determined to deter and expose those individuals who seek to gain employment as ‘carers’ as a vehicle to abuse vulnerable young people.

Above all, the protection and safeguarding of young people is our paramount concern, and any form of ill treatment towards children will be dealt with severely.

Paul Keogh, Principal Director

Selection Process

Dear Candidate

Thank you for your application for a position with Inspire Community Services. Please note that for all permanent and 'bank' staff posts the selection process comprises of the following elements:

- 1) An appraisal of completed written application against the relevant Job Description & Person Specification. It is therefore vital that you fully complete all sections of the application form as fully as possible and refer to the Person Specification for the post applied for.
- 2) It is also vital you complete the previous work / employment history and explain any gaps in your employment. Failure to complete this section of the application form will result in your application being rejected.
- 3) If you are successfully shortlisted Inspire Community Services will take up to 3 references – one of which must be provided by your previous employer. References will be taken up directly by ourselves in a standard pro forma.
- 4) Prior to your interview you will be asked to complete a short written exercise which is based upon the relevant Post. This exercise will be assessed and contribute to the overall decision of the panel.
- 5) There is an interview comprising of questions which are relevant to the Post. This will be conducted by a panel of (usually) 2 Senior Staff members. The interview will generally last no more than 45 minutes.
- 6) There is an exercise devised by Young People who have / are being supported by Inspire Community Services. This is likely to be in the form of a question or part of the written exercise.
- 7) After the interview you will have an opportunity to ask any questions about the post or otherwise.
- 8) The panel will discuss your interview and appraise your written exercise as soon as possible and will refer to their notes to assist them in this process.
- 9) 2 written references will be sought prior to any firm offer of employment. At least one reference must be from your current / most recent employer. Following receipt of written references a telephone call will be made to ensure verification that the reference is authentic.
- 10) A DBS will be required - in conjunction with Disclosure and Barring Requirements for the Post.
- 11) A member of the Panel will endeavour to notify you of the outcome of your interview within 72 hours. Any outcome will be subject however to satisfactory references (if these have not been received) and a satisfactory DBS check.
- 12) Original Professional Qualifications / Certificates must be presented along with other ID Passport / Utility Bill / Driving Licence. These documents will be validated and copied for Human Resource records.

- 13) The terms and conditions of the post will be sent to you following completion of ALL documentation. Any enquiries concerning the pay, terms of employment and conditions can be obtained from the Office Manager on Tel: 01744-661201
- 14) A contract employment will be issued prior to commencement of agreed start date. This must be signed – a copy of which will remain on file and a copy to be retained by you.

Vicky Morris
Asst HR & Office Manager



Job Title: Deputy Manager (Supported Accommodation Service)

Scale: £10.92 - £11.96 per hour, £56 Night time support allowance

Hours: 37 per week

Overall Purpose: This post both involves undertaking a combination of operational 'support hours' and 'managerial duties'. The purpose of the role is to provide leadership and management and undertaking the roles and tasks set out below. The role is key and will involve being part of the senior management team.

Responsible to: Service Manager

Reports To: Operations Director / Service Manager (as directed)

Role:

1. Behave in a professional manner always with sensitivity, dignity and respect towards service user/s staff, other professionals and service users in accordance with the role
2. Ensure all Supported Living Houses within the designated role meet all required Standards, expectations in line with the organisation policies and procedures.
3. Assist with devising individual and team learning and development plans in conjunction with professional and organisational requirements
4. Ensure all policies and procedures in relation to the service, staff and others (professionals & visitors) are implemented within the relevant zone.
5. Partake in Safer Recruitment process in conjunction with Human Resources.
6. Assist in the development, monitoring, evaluation and review of policies and procedures as appropriate.
7. Provide and / or ensure supervision in conjunction with laid down standards and requirements of the services designated group(s) of staff
8. Delegate tasks and duties to Senior Support and Support staff as necessary to maintain the duties and responsibilities of the service.
9. Conduct regular probation and appraisal reviews at appropriate intervals to monitor and address staff performance.
10. Ensure Resident Meetings take place and minutes are checked, maintained and distributed.
11. Ensure quarterly Resident Consultation meetings are held.
12. Support the Manager, Supported Living in financial management

13. Ensure the implementation of all designated areas of the service user/s Pathway Plan in accordance with Leaving Care Regulations (Leaving Care Regulations 2010)
14. Ensure all bound books and recordings are maintained, monitored, checked and kept up to date.
15. Ensure all service user/s personal files are appropriately maintained, checked and monitored.
16. Ensure implementation, review & monitoring of service user/s Independent Living & Support Plans as required
17. Undertake front line support worker tasks and engage with young people and families in accordance with support.
18. Undertaking 'night support' duties as directed, to meet service need/s
19. Distribute, monitor and check all petty cash allocation for relevant zone of supported accommodation houses.
20. Chair regular team meetings as designated by Manager, Supported Living
21. Co-ordinate and deliver regular team performance and service reviews as directed.
22. Ensure new staff undertake Induction & Probation training programmes.
23. Ensure staff teams monitor and support service user/s self-administration of medication.
24. Ensure the health and safety of all service user/s, staff and members of the public by conducting and responding to regular hazard and risk assessments
25. Quality assure and conduct risk assessments are carried out in respect of any activity undertaken by the young person or staff in relation to your duties.
26. Quality assure all records and reports and ensure they are of a high professional standard and meet data protection and legal requirements.
27. Ensure that confidentiality is maintained always in respect of organisational policies in respect of young person and staff
28. Check and monitor all staff records in relation to daily tasks, housekeeping and health and hygiene
29. Attend or designate attendance to appropriate staff members for the attendance of all relevant multi-agency professional child / family & young person and other service user/s care planning, reviews and meetings.
30. Promote equality and diversity always in respect of standards of care, staff behaviour and performance.
31. Co-ordinate effective selection procedures to ensure that high calibre staff are recruited to the organisation.
32. Conduct staff disciplinary and grievance issues and address poor performance.
33. Ensure all administrative duties and tasks are completed as delegated.

34. Take responsibility for own learning and developmental needs and ensure implementation of own Individual Development Plan.
35. Attend supervision / consultation sessions on an agreed basis with your Manager, Supported Living.
36. Ensure preparation for internal and external audit and inspection purposes.
37. Attend Senior management meetings and contribute to planning, review and development of the service
38. Provide out of hours on call cover on a rota basis to offer appropriate management support as necessary
39. Compile rotas to ensure appropriate staffing cover and provide reasonable support cover when required.
40. Contribute towards the development of tender applications
41. Manage the service in the Service Managers absence for Supported Living as necessary and when required.
42. Carry out all other duties as deemed necessary to ensure the highest standards of support for young care leavers always.

Community Based Support

43. Promote and ensure the wellbeing of children, young people and other service user/s through providing support programmes designed to improve their health, education, relationships and behaviour, to stabilise family life.
44. Actively promote the safety and well-being of children, young people and other service user/s by reporting **any** concerns which might compromise their safety.
45. Maintain daily records, plans, reports, assessments undertaken with children, young people and other service user/s for use by other staff and agencies.
46. Attend all mandatory and service specific training required to undertake the role and to maintain/develop competence to administer medication in line with Inspire Social Care Services Policies and Procedures.
47. Work pro-actively with children, young people and other service user/s who may present challenging and at times socially unacceptable behaviour.
48. Organise and undertake activities with children, young people and other service user/s as directed within context of safe boundaries
49. Supervise or support contact between children, young people, designated parents /carers others as specified in conjunction with organisational policies and guidelines for good practice.
50. Contribute towards risk assessments and care/support planning for children and young people or other service user/s
51. Undertake such other tasks as may be deemed appropriate to the post and the remit of the service

Compiled by: Principal Director

Important Note.

The work of Inspire Community Services is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

Inspire Community Services requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory DBS check. Inspire Community Services operates a culture of awareness policy and all staff will be subject to thorough reference checks.

Person Specification

Deputy Manager

Area	Essential	Desirable	Where assessed
Skills	<ul style="list-style-type: none">• Excellent communication• Excellent organisational skills• Excellent record and report writing skills• Ability to work in partnership• Financial Management• Supervision• Genuine commitment to the welfare of service users• Committed to Anti Oppressive practice• Honesty, Tolerance, Trustworthy, Flexibility	<ul style="list-style-type: none">• Performance Management• IT Skills in word & excel	Application & Interview Written Exercise Presentation
Knowledge	<ul style="list-style-type: none">• Children Act 1989 / 2004• Leaving Care Act 2000• Leaving Care Regulations 2010• Equality Act 2010• GDPR 2018• Human Rights Act 2000• Working Together 2015	<ul style="list-style-type: none">• Adoption Act 2002• NHS & Community Care Act 1990• Human Rights Act (rights of the Child) 1989• Key Govt Policies & initiatives on Leaving Care	Application & Interview Presentation

Values / Attitude	<ul style="list-style-type: none"> • Absolute commitment towards improving outcomes for young people leaving care • Value difference and diversity • Committed to anti oppressive practice • 'Can Do' Attitude 		Interview/Presentation
Qualification	<ul style="list-style-type: none"> • NVQ Level 4 Care Management or equivalent 	<ul style="list-style-type: none"> • NVQ (Management – Level) 4 • Degree / DIPSW in Social Care • D32 / 33 NVQ / A1 assessor (Child care) • EDL (IT) 	Application & Interview
Experience	<ul style="list-style-type: none"> • 2 yrs post qualification in social care setting 	<ul style="list-style-type: none"> • Experience of management in setting with young people 	Application & Interview
Professional Development	<ul style="list-style-type: none"> • Committed to own professional development • Committed to the professional development of other staff 		Interview
Other	<ul style="list-style-type: none"> • Full UK Driving License 		Application & Interview

Prepared by
Operations Director
Reviewed: May 2020