

## Job Description



**Job Title:** Zonal Manager, Supported Living

**Scale:** Point 39-48 Currently £31,438.16 to £37,320.00 per annum inclusive of On Call premium.

**Overtime Rate:** £14.00 per hour

**Sleep In Rate:** £45.00

**Hours:** 37 per week

**Overall Purpose:** To manage a Zonal Cluster of Supported Houses for Care Leavers and to assist the Service Manager as directed.

**Responsible to:** Service Manager

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

**Role:**

1. Behave in a professional manner at all times with sensitivity, dignity and respect towards young people staff, other professionals and service users in accordance with the role
2. Support and deputise for the Service Manager as necessary and when required.
3. Provide out of hours on call cover on a rota basis to offer appropriate management support as necessary.

4. Ensure you have a good understanding of the Supported Accommodation Regulations including Quality Standards as outlined by Ofsted (2023).
5. Assist with devising individual and team learning and development plans in conjunction with professional and organisational requirements.
6. Effectively manage the annual leave and absences of all staff with your zone.
7. Ensure all policies and procedures in relation to the service, staff and others (professionals & visitors) are implemented within the relevant zone.
8. Partake in Safer Recruitment process in conjunction with Admin / HR.
9. Assist in the development, monitoring, evaluation and review of policies and procedures as appropriate.
10. Provide and / or ensure supervision in conjunction with laid down standards and requirements of the Community Support Service to designated group(s) of staff.
11. Delegate tasks and duties to Deputy Manager / Senior Support and Support staff as necessary to maintain the duties and responsibilities of the service.
12. Conduct regular probation and appraisal reviews at appropriate intervals to monitor and address staff performance.
13. Ensure Residents Meetings take place and minutes are checked, maintained and distributed.
14. Ensure quarterly Resident Consultation meetings are held.
15. Manage allocated budgets, finance, petty cash and expenditure in accordance with the Companies financial policies and procedures.

16. Ensure the implementation of all designated areas of the young person's pathway plan in accordance with Leaving Care Regulations (Leaving Care Regulations 2010).
17. Ensure all bound books are maintained, monitored, checked and kept up to date.
18. Ensure all young person personal files are appropriately maintained, checked and monitored.
19. Ensure implementation, review & monitoring of Young Person Independent Living & Support Plans as required.
20. Chair regular team and zonal meetings.
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 administer and record medication prescribed by GP / Health Practitioner in accordance with requirements.
24. Ensure the health and safety of all young people, 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 / their 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 at all times with regards to 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 care planning, reviews and meetings.
30. Promote equality at all times 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 according to requirements.
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 Operational Director, Supported Living.
36. Ensure preparation for internal and external audit and inspection purposes.
37. Attend Senior management meetings and contribute to strategic planning, review and development of the service.
38. Compile rotas to ensure appropriate staffing cover and provide reasonable support cover when required.
39. Contribute towards the development of tender applications.
40. Carry out all other duties as deemed necessary to ensure the highest standards of support for young care leavers at all times.

**Compiled by: Office Manager**

**Reviewed: March 2023**

**Important Note.**

Ordinarily this post is 'non-operational', however under exceptional circumstances the post holder may be required to undertake direct support duties in order to maintain standards of service.

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.

In the event of candidate for this post not holding an NVQ Level 4 or ILM level 5 or equivalent, there must be a commitment for achieving this award within the scheduled timescale for the award. Details of training requirements and remuneration (where applicable) will be outlined in the employment contract.

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

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

## Person Specification

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Requirement	Essential	Desirable	Where assessed
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Excellent communication</li> <li>● Excellent organisational skills</li> <li>● Excellent record and report writing skills</li> <li>● Ability to work in partnership</li> <li>● Financial Management</li> <li>● Supervision</li> <li>● Genuine commitment to the welfare of service users</li> <li>● Committed to Anti Oppressive practice</li> <li>● Honesty, Tolerance, Trustworthy, Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>● Performance Management</li> <li>● IT Skills in word &amp; excel</li> </ul>	<p>Application &amp; Interview Written Exercise Presentation</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Children Act 1989 / 2004</li> <li>● Leaving Care Act 2000</li> <li>● Leaving Care Regulations 2010</li> <li>● Equality Act 2010</li> <li>● Data Protection Act 1998</li> <li>● Human Rights Act 2000</li> <li>● Working Together 2013</li> <li>● Supported Accommodation Regulations including Quality Standards 2023</li> </ul>	<ul style="list-style-type: none"> <li>● Adoption Act 2002</li> <li>● NHS &amp; Community Care Act 1990</li> <li>● Human Rights Act (rights of the Child) 1989</li> <li>● Key Govt Policies &amp; initiatives on Leaving Care</li> </ul>	<p>Application &amp; Interview Presentation</p>

<b>Values / Attitude</b>	<ul style="list-style-type: none"> <li>• Absolute commitment towards improving outcomes for young people leaving care</li> <li>• Value difference and diversity</li> <li>• Committed to anti oppressive practice</li> <li>• 'Can Do' Attitude</li> </ul>		Interview Presentation
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• NVQ Level 4/5 Residential or Leaving Care Management or equivalent (or working towards)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree / DIPSW in Social Care</li> <li>• EDL (IT)</li> </ul>	Application & Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 4 yrs experience in a social care setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of management within a setting with young people</li> </ul>	Application & Interview
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Committed to own professional development</li> <li>• Committed to the professional development of other staff</li> </ul>		Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Full UK Driving License</li> </ul>		Application & Interview