

Job Description: Manager, WorkAid

Our job description is in 2 parts. This first page applies to ALL staff who work at the Aldingbourne Trust.

The 3 levels (basic, stretch & magic) are our framework for providing the best support, whatever our jobs.

Magic- making a big difference
<ul style="list-style-type: none"> Actively supporting people with their dreams/wishes/potential - thinking beyond today Coaching others Learning from & celebrating success
Stretch – developing yourself
<ul style="list-style-type: none"> Self development - a willingness to step outside of your comfort zone Learning/questioning/finding out - are there better ways of doing something? Working with others in a mutually supportive, professional manner - not just the usual suspects - knowing your local community, linking people with learning disabilities, colleagues & volunteers to improve opportunities, contacts, networks & results Actively seeking, hearing & acting on feedback Challenging complacency & poor performance Reviewing/planning/ your own work & doing what you say you will Sharing your skills/coaching others across the Trust Supporting change, able to identify & overcome barriers
Basics – the fundamentals, these must happen
<ul style="list-style-type: none"> Understanding & actively supporting the Trust's values, aims & policies through your own actions Supporting people to become as independent as possible. Demonstrating genuine respect for people with learning disabilities, keeping people, places & items safe, using risks as opportunities Listening, respecting other viewpoints. Maintaining confidentiality Self awareness - mutually supportive relationships, dealing with stress, taking holidays, not building up lieu time, asking for advice and/or support Good time keeping, attendance & reliability. Sharing information & your views, suggestions/ concerns. Communication & paperwork up to date & accurate, courteous, accurate & concise Being a role model - you aren't expected to be perfect, but you are expected to act with integrity within and outside the Trust Spending wisely, stopping and reducing waste.

This section of your job description is specific to your job role. We think every job has some fundamental skills which fit with what we believe people need to be good at in order to provide the best support.

Risk taker:-	Networker / Bridgebuilder:-	Coach:-
Risks seen as opportunities & threats. Gets basics right – e.g. medication, safeguarding, health & safety.	Knowing who can/will fulfil needs outside of the "usual suspects". Asks, seeks, finds out. Familiarity with Trust vision & values.	Supporting people to take responsibility and action, encouraging free thinking, listening & questioning skills, non-judgemental
Support provider:-	Teacher:-	Adventurer:-
Arranging support, clear plans, outcomes, monitoring, admin & organisational skills, meeting regulatory requirements	Learner centred. understanding of pace, resources and learning. Not prepared to give up. Will try different approaches.	Creative, beyond status quo, able to step out of comfort zone, listening, understanding people, overcoming resistance & complacency
	Mediator:-	
	Advocating, listening, moving out of "I know best culture". Resolves conflict, does not avoid conflict	

Detail of your job description

Project:	WorkAid
Job Title:	Manager
Work Location:	County wide based at Aldingbourne Country Centre
Directly responsible to:	General Manager, Aldingbourne Trust
Overall responsible to:	The Managing Director, Aldingbourne Trust

General purpose:

This is a key post within the WorkAid team. The project provides two specific services throughout West Sussex:

1. a supported employment service for people who are seeking paid employment and who have a learning disability and/or autism, acquired brain injury, physical or sensory issues and their carers, and ...
2. a supported employment service specifically for people with a learning disability and/or autism who are looking for voluntary work and who are in receipt of a WSCC funded care package. The majority of the employment work is funded by Local Authorities but we may, at times, be working across a wider geographical area with complimentary criteria and specifications.

The contract defined at 1 above requires that certain aspects of the support are delivered by a subcontracted service. The whole contract is managed by the Aldinbourne Trust and the WorkAid manager is responsible for managing expectations and targets for both individual projects as part of the wider contract and acting as a conduit for the freeflow of information between the projects.

The service requires excellent organisation and co-ordination to ensure that contract outcomes are met in a timely and cost effective manner. You will be responsible for ensuring that agreed individual and team targets are fulfilled. Internal auditing and Quality Management skills will be essential to make sure the people we support meet their own objectives and successfully progress into paid and voluntary employment. You will have a strategic role, ensuring business plan objectives are met.

Main duties:

Support Provider

- To be familiar with and to implement the principles of the Valuing People white paper promoting Rights, Inclusion, Choice and Independence; the Care Act 2014; The Health and Social Care Act 2008 and the ethos of the Aldingbourne Trust
- To support independence and progression to enable people with learning difficulties and autism and other support needs to fulfil their full potential
- Work with the team, co-ordinating activity to meet contract outcomes whilst optimising overheads and costs
- Monitor individual, team and contract targets, identifying areas of concern, implementing action in consultation with the manager
- Line manage staff team, including supervision and appraisals, according to Trust policy
- To be ultimately responsible for the effective administration of the service.
- Ensure data is collected and collated effectively and in accordance with GDPR, and meets the needs of the staff and management
- Produce reports as required for internal and external use

Risk Taker

- Risk taking in this context is about trying new approaches, not about risking WorkAid's ability to fulfil its contract
- To work within all Health & Safety requirements, preparing and reviewing risk assessment as required, ensuring that all duties are performed within the statutory Health & Safety requirements

Mediator

- To liaise as required with all parties concerned, including West Sussex County Council, sub-contract and consortium partners, family carers, day service staff, Job Centre Plus, Benefits Agency, Employers, employment organisations, Social Services (Lifelong Services), and other organisations when necessary
- Ensure colleagues and partners are clear about expectations
- Ensure excellent communication takes place with colleagues and partners
- Identify & manage any conflict, deal expeditiously with any concerns/complaints in a professional & timely manner

Teacher

- To assist in the preparation & delivery of networking and vocational activities
- Embrace bespoke person centred approaches where positive outcomes are achieved
- Ensuring people with learning disabilities and autism understand their rights and responsibilities and are supported to undertake an active role in making decisions about their support

Networker / Bridgebuilder

- Promote and represent the WorkAid services & provision and the Trust externally, including making presentations, attending meetings, collaborative working, liaising with contract commissioners
- Improve community presence with local outlets by meeting and networking with various employers, businesses, groups, agencies and organisations, including: social workers, parents, candidates and their carers
- Support the development of new employer working partnerships – collating information for presentations, attending meetings, note taking and representing the Trust at Events
- To ensure that the project supports local and national initiatives
- To actively promote the Trust, engage with the community and positively raise awareness about everything we do
- To actively share job opportunities, marketing messages and fundraising events within your day to day network
- To communicate any relevant contacts, networking groups, enterprising opportunities or ideas you have to your team and your Manager for consideration
- Develop and maintain links with other agencies, working collaboratively
- To effectively participate in staff meetings, training courses and seminars
- To effectively liaise with the General Manager and the rest of the Senior Management team

Adventurer

- To be responsible for budgetary control
- To be responsible for recruiting, supervising and developing the staff within the project according to Trust procedures
- Supporting the team to achieve the WSCC Supported Employment targets and related key performance indicators and performance data
- To contribute new ideas & facilitate a suitable environment to enable achievement of targets
- To step out of comfort zone, to explore & consider innovative approaches to meet the Trust's objectives
- Consider the use of technology in enhancing performance
- Promote WorkAid and the Aldingbourne Trust as an employer and service provider of choice

Coach

- Assist with the management of the staff teams, including supervisions and appraisals
- To be a role model for the team
- To promote the continued professional development of the team and its individual members

Additional Duties and requirements:

- To perform any other duties that are commensurate with the post and may be specified from time to time by the organisation
- This post is a regulated activity. As the post holder, you will be expected to undertake a DBS check, at enhanced level and against the Adult and Child Barring List. Regulated activity (adults) as defined by the Safeguarding Vulnerable Adults Groups Act 2006 from 10th September 2012, for the purposes of this post are: providing personal care, assistance with general household matters, conveying people. Regulated activity (child) for the purposes of this post are: Working unsupervised with children, providing advice or guidance, conveying children. We have assessed this post and are satisfied that it is reasonable and likely that the post holder will be required to engage in any or all of these regulated activities.

The Person Specification: Manager, WorkAid

Essential:

- Experience of supervising or managing people, including managing people remotely and home-workers
- Proven communication skills
- Ability to manage own time, workload and targets
- Excellent planning and co-ordination skills
- Proven 'people' skills, ability to support individuals to gain vocational skills
- Skills to identify vacancies, working with employers and other services
- Excellent networking skills
- Excellent written, numeracy and IT skills
- Own transport

Desirable:

- Experience of working with people with learning difficulties
- Teaching or training qualification or proven experience in this field
- Experience in developing risk assessments
- Knowledge of local employment market
- Proven track record of target achievement

Last Updated:

September 2020

Terms and Conditions: Manager, WorkAid

- This is a permanent post
- The contractual hours for this post are 37.5 hours per week
- Salary £31,768.33 to £36,507.60 (Point 146 to Point 155 on the Aldingbourne Trust Salary Scale)
- Pension: NEST scheme to eligible staff
- Life Assurance: 2 x your annual salary
- Annual leave: 33 days in each year including Bank Holidays. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years, pro rata for part time staff
- Sick leave: 2 weeks per annum, after 1 month service, pro rata for part time staff.
- Emergency Family/Carers leave: up to 6 days per annum, pro rata for part time staff.
- Counselling Service
- Bicycle voucher Scheme