**Job Description**

**Job Role: Service Manager - Carers and Children**

**(Maternity Cover one year contract from 8th April, 2021)**

**Office location: Norfolk Lodge, Park Grange Road Sheffield S2 3QF\***

**(\*Note: role will require regular travel in and around Sheffield)**

**Hours of work: 20 hours a week including regular evening and Saturdays.**

**Salary: £27,898 pro rata based on a 37-hour week. Actual salary is £15,080**

**Responsibilities:**

* To manage Sheffield Mencap and Gateway’s Carers Support Projects – our Keep in Touch Service, the Carers’ Outreach Project and the Sunday Lunch club.
* To manage Sheffield Mencap and Gateway’s Children’s Services.
* To play an active and positive role in the management team at Sheffield Mencap deputising for senior colleagues when required.

**Key tasks:**

* To be responsible for the delivery of Sheffield Mencap and Gateway’s Carers and Children’s Services to agreed specifications / quality
* To provide line management (including supervision and appraisal) to small teams of staff.
* To work closely with our Volunteer Manager and service staff to recruit, induct, train and support volunteers.
* To be responsible for managing service income and expenses against budgets
* In conjunction with the senior management team, to build relationships with key partners across the city
* To recruit to and chair service Steering Groups where required
* To ensure the completion of all monitoring and evaluation requirements to funders across all Carers and Children’s Services.
* To represent projects/services at meetings.

All Sheffield Mencap and Gateway employees are required to:

* Comply with all organisational policies and procedures
* Participate in and contribute to team meetings, staff training events and away-days
* Co-operate and liaise with colleagues
* Behave in a professional manner
* Make a positive contribution to the vision of Sheffield Mencap and Gateway through their work.

**Person Specification:**

The successful candidate will demonstrate they possess the following criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Criteria* | *Standard* | *Essential* | *Desirable* | *Measure* |
| **Education / Qualifications** | 1. Educated to A Level standard with Maths and English GCSE’s at level C or above (or equivalent) | **X** |  | A, D |
|  | | | | |
| **Experience** | 2. Excellent organisational skills including project planning | **X** |  | A, I |
|  | 3. Direct management of services in a social care setting |  | **X** | A, I |
|  | 4. Management of staff | **X** |  | A, I |
|  | 5. Management of volunteers |  | **X** | A, I |
|  | 6. Confident use of Microsoft office programs (Outlook / Word / Excel etc) | **X** |  | A, I |
|  | 7. Budget management | **X** |  | A, I |
|  | | | | |
| **Skills & Abilities** | 8. Able to communicate clearly and professionally to a range of individuals | **X** |  | A, I |
|  | 9. Good interpersonal and team working skills | **X** |  | A, I |
|  | 10. Excellent report writing skills including service evaluations and monitoring | **X** |  | A, I |
|  | | | | |
| **Other Requirements** | 11. An understanding of the issues faced by people with a learning disability and their family carers | **X** |  | A, I |
|  | 12. Experience of working with people with a learning disability and their family carers |  | **X** | A, I |
|  | 13. Availability to work evenings and regular Saturdays as required by the services | **X** |  | A, I |
|  | 14. Willingness to undertake training as required. | **X** |  | A |
|  | 15. Car Driver?? Or Own transport?? |  | **X** | A |

**Measures:**

**A: Application Form**

**I: Interview / Exercise**

**D: Document checks**