Job Title: **Manager**

Responsible to: **Director of Care Services**

1/ You will be responsible for: directing, organising and overseeing the operations of the service, ensuring high standards of care at all times. Assessing, evaluating and informing best practice in relation to operational activity

2/ In particular, you will need to:

- Supervise/develop and lead the staff team to ensure all regulatory and charity standards are met
- Provide a schedule for the recruitment of Foster Carers
- Identity training and development needs of foster carers and contribute to the delivery
- Develop marketing strategies including publicity and literature in line with charity policies and procedures
- Provide strong leadership to ensure a positive culture is maintained
- Provide leadership and direction for the implementation, monitoring and review of care plans/risk assessments in line with charity key controls and process.
- Establish effective communication structures with all staff and carers to ensure high standards and continuity of care are maintained at all times
- Take responsibility for all aspects of the management of the service
- Build excellent relationships with external bodies and professionals
- Ensure all administration, processes and policies are effective and regularly updated and reviewed
- Ensure budgets are managed within their constraints and monthly management accounts are fully analysed and understood
- Attend meetings as and when required
- Ensure own personal training remains in date and relevant to role
- Ensure an effective rota is in place
- Comply with all regulatory, health and safety and all other statutory requirements

3/ To achieve these outcomes you must:

- Work within a budget
- Attend all required training
- Have experience and knowledge of working with older people
- Have excellent organisational and communication skills - both verbal and written.
- Have an exceptional level of attention to detail.
- Be able to work to your own initiative as well as working as part of a team to implement a high quality service at all times.
- Work professionally with managers, colleagues, volunteers and external stakeholders at all times.
- Access to a car for business use.

4/ Every employee of St Cuthbert's Care must:

- Ensure all work is carried out in accordance with Charity policies and procedures.
- Attend staff meetings as and when required.
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy.
- Work flexibly to meet the needs of the service.

- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy.
- Respect and work within St Cuthbert's Care's Christian ethos.
- This job description is not exhaustive and some variations may be necessary.