

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title : General Manager –Registered with SSSC

Hours Full time

Salary: circa £40-45K dependent on the level and proven ability of the job holder.

Job Location: Beannachar, South Deeside Road, Banchory-Devenick, Aberdeen, AB12 5YL

Scottish Charity No. SCO 16384; Limited Company registered in Scotland No. 103915

1. JOB PURPOSE – OVERALL SUMMARY

- 1. Working with the Board of Trustees to provide leadership to Beannachar so that it can thrive and develop as a Camphill Community: to provide a therapeutic integrated environment for young adults with additional support needs, in which the young person can find the support and guidance they need to develop their full potential in maturing from adolescence to adulthood**
- 2. As the senior post holder within Beannachar you will have overall responsibility for the safe and effective management of the Community.**

2. REPORTING RELATIONSHIPS

Position Reports to:	Beannachar Board of Trustees
Directly Supervises What positions:	All staff team leaders including care and support, day workshops, facilities, and administration teams.
Total Number Staff Supervised:	Approximately 30 permanent staff (as either employed or Camphill Co-worker) and 20 residential international and local volunteers.

3. FINANCIAL RESPONSIBILITY

Budget/Revenue responsibility:	Ensure Beannachar meets agreed budget income and expenditure.
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4. KEY RESPONSIBILITIES

- Overall Responsibilities
 - Be registered with the Care Inspectorate as the Registered Manager
 - Effectively lead and manage change; develop, implement and review strategic plans
 - Ensure all activities of the charity are aligned to the Camphill ethos
 - See that regulatory requirements are met, including planning for inspections, annual returns, evidence gathering, identification of gaps and taking action to meet requirements and recommendations

- Ensure compliance with Beannachar Policies and procedures, reviewing and updating these as required
 - Assist the Board to deliver specific outcomes of the Charity
2. Home and work life Operational Management
- Oversee management of all aspects of the delivery of students' home life, work and training and transitions to ensure the highest possible practice standards are maintained.
 - Support senior House and Day workshop Co-ordinators to maintain and enhance a high quality and holistic approach to meeting physical, social/cultural and emotional needs of the students.
 - Ensure that support within the community meets the requirements of the Regulation of Care (Scotland) Act 2001
 - Manage incidents and ensure correct reporting procedures are followed.
 - Ensure records are maintained and monitored, and oversee students' reviews.
3. Quality Assurance
- Lead and coordinate the development of appropriate quality assurance systems.
 - Evaluate support through regular resident and day student reviews, annual questionnaires, analysis of complaints etc.
 - Ensure that support is provided effectively and efficiently and that there are clear monitoring procedures and processes in place to ensure standards are continually met.
 - Seek to continuously improve quality of care and support, practitioner and supervisor performance and quality of the environment.
4. Business Management
- Ensure that occupancy levels are maintained.
 - Ensure that fee levels are set in line with Beannachar fee policy.
 - Manage expenditure with particular focus around staffing costs and other key costs such as kitchen/catering, cleaning and maintenance, repairs and renewals, equipment and facilities, procurement and general running costs.
 - Participate in the production of an Annual Budget by providing relevant information to finance (e.g. staffing levels, operational).
 - In consultation with the Board, gain appropriate specialist advice and support (e.g. HR, H&S, Technical, Care and organisational).
5. Human Resources
- Oversee staff and volunteer recruitment, appointment, induction, appraisal, training and development
 - Ensure appropriate staffing levels and skill-mix meet the dependency needs of students.

- Promote reflective practice and personal development.
- Ensure all staff and volunteers receive regular supervision and annual appraisal.
- Ensure compliance with SSSC Codes of Practice & Health & Social Care Standards
- Manage and address poor practice and complaints, and deal with disciplinary issues, seeking HR support as appropriate.

6. Communication

- Ensure excellent communication with students and their representatives.
- Enthuse and lead the staff, residents, families and volunteers to participate in the life of the community.
- Ensure productive external relationships with relevant staff in Local Authorities, the Care Inspectorate, SSSC, and other social care providers.
- Represent Beannachar at Camphill meetings, particularly those relating to activities of Camphill Scotland and other Camphill Communities.

7. Health, Safety & Environment Responsibilities

- Ensure buildings and environment are maintained to a high standard
- Promote responsible use of resources, minimising waste, conserving resources, supporting recycling and the use of environmentally friendly products.
- Demonstrate a personal commitment to Quality, Health, Safety and the Environment.
- Ensure Health and Safety audits and systems are in place and monitored.

8. Community Development

- Lead, consult and involve the community in its strategic development and assist with the identification and development of strategies for the planning and delivery of quality residential and day support within the community and beyond.
- Seek to grow and develop existing support through maximising referral opportunities.
- Identify opportunities to develop existing support
- Ensure that the Camphill ethos is embedded in all operational aspects of community life
- Bring community development initiatives for discussion to the Board of Trustees' meetings.
- Keep abreast of best practice and emerging research relating to support for people with a learning disability
- Be aware of local and national policy direction and its potential affect

The above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the manager in this role. Beannachar reserves the right to require employees to perform other duties from time to time.

5. OTHER INFORMATION

1. Please refer to background information available on Beannachar and Camphill Scotland websites, and to the “Beannachar - General Manager -Candidate information Jan 2019
2. The Beannachar induction will give you the underpinning knowledge of Camphill and the Beannachar Ethos to support you in your role.

PERSON SPECIFICATION

Job Title : General Manager

Skills	
Essential	Desirable
Sound organisational skills People management and leadership skills Meeting facilitation skills Decision-making skills Good literacy skills and report writing Clean driving license	Public speaking
Knowledge	
Essential	Desirable
Commercial awareness and business skills Knowledge of National Care Standards and associated legislation.	Knowledge of Care Provision for young adults with additional support needs. Knowledge of the Aberdeen Care Sector Knowledge of Camphill
Qualifications/Training	
Essential	Desirable
Educated to degree level or equivalent to meet SSSC Registered Manager requirements	

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Abilities	
Essential	Desirable
Encourage, Empower and develop staff Strong communicator, both orally and in writing Supervision and Appraisals Emergency contact and response Flexible and able to improvise Ability to be flexible with working hours over 7 days as the role demands Ability to respond to changing operational needs Ability to be a team player at every level within Beannachar and the wider Camphill movement Ability to develop rapport with the community such that trust and confidence is established quickly	Analysing Training and development needs Systems/organisation design
Previous Experience	
Essential	Desirable
Management experience including direct line management Operations experience Budget management experience Financial planning experience Experience of the Care Inspectorate	Management experience in a care home setting. Experience gained in voluntary/charity sector
Core values and interests	
Essential	Desirable
Supportive of the ethos underpinning Camphill and Beannachar Upholding dignity Care, Compassion, Empathy, Courage, Commitment	Interest in diverse cultures Understanding of Spirituality