

St Joseph's Specialist Trust



Supported Living



(Part of St. Joseph's Specialist Trust)

Person Specification – Supported Living Manager

Education and Qualifications Desirable/Essential

NVQ 4 or RMA in care or equivalent or working towards	Essential
Hold a valid UK driving license and drive their own vehicle	Essential
Previous Registration as a Service Manager with the CQC	Desirable
A recognised management qualification	Desirable

Experience Desirable/Essential

Experience of working with adults with learning difficulties, challenging behaviour, autism and epilepsy	Essential
Experience of managing a home (children or adults) for a minimum of three years	Essential
Experience of working within the standards as defined in the Care Act 2014	Essential
Experience of recruiting, managing, supporting, motivating and developing staff	Essential

Experience of rota management and staffing solutions	Essential
Experience of supervising and appraising staff, and carrying out induction	Essential
Experience of working in partnership with adults with A learning disability, colleagues, support services, families and stakeholders.	Essential
Experience of managing a budget, resources and expenditure within a care setting	Essential
Experience of lone working	Essential
Experience of assessing and managing risk within a care environment	Essential
Experience of working in a supported living environment	Desirable
Experience of working with adults who are in receipt of self directed support/ direct payments/benefits	Desirable
Technical Skills, knowledge and training courses Desirable/Essential	
A broad general knowledge of the sector, including key influences	Essential
A good understanding of the needs of adults with learning difficulties And.	Essential
Knowledge of the Benefits system	Desirable
Ability to use initiative, to be self motivated and organised	Essential
Ability to remain calm and objective under pressure	Essential
Ability to assess and solve problems and to adapt to different situations	Essential
Commitment to quality, excellence and high standards	Essential
To be able to drive the company vehicles	Essential
Up-to-date training in all statutory training courses: Safeguarding, Fire Safety, Health & Safety, Food Hygiene, Manual Handling, ,First Aid, Equality & Diversity, Team Teach	Essential
General management training	Desirable
Computer skills including Microsoft word, excel and Nourish	Desirable
HR Desirable/Essential	
Possesses leadership skills and able to vary style according to individual and situational needs	Essential
Shares similar values to St. Joseph's Specialist Trust	Essential

Treats people with respect and dignity	Essential
Possesses openness, honesty and integrity	Essential
Actively promotes equal opportunities and accepts diversity	Essential
Commitment to improving Service Users lives through person centred approaches	Essential
To have a enjoyment of working with adults with learning difficulties	Essential
To be able to effectively and safely manage challenging behaviour	Essential
Approachable and good listener	Essential
Good influencing skills and ability to develop empathy with others	Essential
Ability to motivate others	Essential
A team player, able to be flexible about role within different teams, recognise own weaknesses and share leadership when appropriate	Essential
Excellent written and verbal communication skills	Essential
Ability to maintain confidentiality when necessary	Essential
Assess and promote the development of self and others through a variety of techniques, e.g., training, coaching, mentoring, etc	Essential
Ability to recognise and reward performance appropriately	Essential
Ability to confront and deal with poor performance, conduct and capability appropriately	Essential
Ability to remain objective in the face of human emotions	Essential
Knowledge and experience of using non-verbal communication such as Makaton or PECS	Desirable
Problem Solving and Change Management Skills	
Able to use a variety of techniques, knowledge and sources of information to assess situations	Essential
Able to proactively develop potential solutions to a problem	Essential
Consultative in style when developing and assessing solutions	Essential
Able to recognise when to seek advice and support	Essential
Able to recognise and work with the human elements of change	Essential
Able to develop plans to implement change	Essential

Planning and Organising Skills

Self motivated and self starter	Essential
Good planning skills, using a variety of techniques for different Scenarios	Essential
Good organising skills, with the ability to see the job through to completion	Essential
Ability to delegate to others and maintain outcome standards	Essential
Good time management skills, for self and others, using a variety of Techniques	Essential
Monitoring progress and outcomes	Essential
Reviewing outcomes and devising new plans	Essential

Other Miscellaneous Attributes

Able to do shift work including some night work	Essential
Ability to be on call for 2 nights a week	Essential
Adaptable and resilient to work under pressure	Essential
Able to meet the physical, mental and emotional challenges of the role (which may be determined by occupational health checks)	Essential
Insurance and vehicle safety requirements for personal vehicles	Essential