

Registered Manager – Adult Supported living

St Joseph's Specialist Trust



Person Specification

Factors	Essential	Desirable
<i>Qualifications / knowledge and training:-</i>		
✦ Level 5 Diploma in Leadership and Management for Adult Care, or an appropriate equivalent qualification, with a recognised management qualification	✦	
✦ Broad knowledge of the care sector, including the needs of adults with learning disabilities, autism, epilepsy, challenging behaviour and/or mental health conditions	✦	
✦ Up-to-date statutory and specialist training, including Fire Safety, Health and Safety, Food Hygiene, Manual Handling, Adult Protection, First Aid, Equality and Diversity, and Team Teach	✦	
✦ General Management Training		✦
✦ Knowledge of the benefits system		✦
✦ Knowledge and experience of non-verbal communication methods, such as Makaton or PECS		✦
<i>Experience and professional competence:-</i>		
✦ Experience of managing a care or supported living service, including risk assessment, lone working and safe management of challenging behaviour		✦
✦ Experience of recruiting, inducting, supervising, appraising, motivating and developing staff, including managing performance and conduct	✦	
✦ Experience of rota management, staffing arrangements, delegation and maintaining standards	✦	
✦ Experience of managing budgets, resources and expenditure	✦	
✦ Experience of working collaboratively with service users, families, colleagues, support services and other stakeholders	✦	
✦ Experience of working within applicable care standards and regulatory requirements	✦	
✦ Experience of working in supported living and supporting individuals receiving self-directed support, direct payments or benefits		✦
✦ Previous Registration as a Registered Manager with the CQC		✦

Leadership, communication and interpersonal skills:-		
✦ Effective leadership, teamwork and the ability to adapt leadership style to different people and situations	✦	
✦ Commitment to equality, diversity, confidentiality, honesty, integrity and the values of St. Joseph's Specialist Trust	✦	
✦ Ability to motivate others, build positive relationships, demonstrate empathy and treat people with dignity and respect	✦	
✦ Commitment to person-centred care and improving service users' quality of life	✦	
✦ Ability to identify and develop the skills of self and others through training, coaching, mentoring and constructive feedback	✦	
✦ Ability to recognise and reward good performance and address poor performance appropriately	✦	
Problem solving, planning and change management:-		
✦ Self-motivated, organised and able to use initiative, work independently and manage competing priorities	✦	
✦ Strong planning, organisational and time-management skills, including delegation, monitoring progress and reviewing outcomes	✦	
✦ Ability to assess situations, manage risks, solve problems and develop practical solutions	✦	
✦ Ability to remain calm, objective and resilient under pressure, making evidence-based decisions in the person's best interests	✦	
✦ Ability to consult others, seek advice when needed and plan and implement change effectively	✦	
✦ Commitment to quality, continuous improvement and high standards	✦	
IT and practical requirements:-		
✦ Own transport desirable (or live in close proximity to Trust)		✦
✦ Competent in using computers, including Microsoft Word, Excel and electronic communication	✦	
✦ Holds a valid UK driving licence and can drive tenants' vehicles where required	✦	
▪ Ensures personal vehicle insurance and safety requirements are met if using own vehicle	✦	
▪ Able to undertake shift work, including nights, and participate in on-call arrangements for four nights per week	✦	
▪ Able to meet the physical, mental and emotional resilience required for this role	✦	