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| Job Title | Day Services Manager |

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| Salary | £27,397 pro rata |
| Hours | 22.5 hours per week |
| Location | Hexham |

**Job Description**

**About Natural Ability**

Natural Ability is a Registered Charity and Company Limited by Guarantee providing agricultural and animal care work, training, education, holidays and Supported Living for children and adults with learning disabilities.

Natural Ability aims to:

* Support the personal development and autonomy of people with learning disabilities.
* Offer work which is meaningful, productive, dignified and challenging.
* Develop environmentally sustainable ways of living and working.
* Ensure that people with disabilities are seen as an important part of the community.

**Job Purpose:**

The role will involve managing the staff and operations of the Natural Ability day services department.

Day Farming Service

The service runs Monday to Friday and offers a range of work experience, training and opportunities and qualifications for adults with learning disabilities, including those with complex needs. Work includes creating gardens, growing plants, woodland management, environmental studies, educational walks and animal husbandry.

Handy Person Service

This service provides opportunities for vulnerable adults who wish to gain work experience and are ready to move into the world of work. The work is overseen by a qualified tradesman and currently operates two days per week. The work taking place includes DIY, gardening, painting, basic construction, landscaping and maintenance.

**Main Duties and Responsibilities**

1. **To provide line management support for staff and volunteers working in the Day Farming Service and the Handy Person Service.**
   1. Recruit new team members and volunteers when required.
   2. Updating and maintaining HR information systems and performing general HR administration.
   3. Take responsibility for staff development via appraisals, supervisions, learning needs analysis and organising training when required.
   4. To ensure adequate staffing at all times and personally provide cover for staff if other staff are not available.
2. **To plan the Day Farming seasonal activity calendar and sessions.**
   1. Work with the Activity Supervisors to plan activities, farm visits, educational walks and other initiatives.
   2. Work with the Activity Supervisors in supporting attendees to access qualifications such as ASDAN’s.
   3. Delivery of activity sessions during periods of annual leave or staff sickness.
3. **Expand the service.**
   1. To promote and publicise the benefits of the day services and increase the number of people using the services.
   2. To identify new Day Faming and Handy Person jobs and venues and ensure private commissions for work are completed.
   3. Work with the senior management team in delivering a growth strategy. Developing and establishing new services throughout the region if required.
4. **Partnership Working.**
   1. To network with other relevant organisations and individuals to expand the range of training and work experience offered for attendees of day services.
   2. To establish and maintain positive relationships with people with disabilities, their families and carers.
5. **Compliance.**
   1. To understand Safeguarding and reporting.
      1. To be the designated Safeguarding Officer for the day services.
      2. To be a member of the wider management ‘on call’ system.
   2. To complete risk assessments for clients and sites.
   3. To ensure that Health and Safety and all other Policies and Procedures are followed.
   4. To keep updated records on clients and their progress within the Day Farming Service.
   5. To ensure compliance with regulations and legal requirements of Regulatory Bodies and Statutory commissioners.
   6. To liaise, when necessary, with Care Trusts and other professional bodies regarding people who use the day services.
   7. To ensure the day service vehicles are safe, legal and maintained to an appropriate standard.
6. **Senior Management Responsibilities**
   1. Support the senior management team with strategic planning and development.
   2. Support with the development of organisational policies and procedures.
   3. Manage the budget for day services.
   4. Prepare evaluation reports to commissioners, funders and the Board of Trustees.
   5. Attend and contribute to board meetings when required.
7. **Other duties as required by business need.**

**Benefits of working with Natural Ability:**

* Competitive pay rates.
* Mileage allowance.
* Option to work additional hours.
* Fully paid induction.
* Discount scheme
* Support with personal development.
* Employer contribution pension scheme.
* Employee Assistance Programme.
* 24 hours’ management and on call support.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Skills,  Knowledge, qualifications** | Excellent communication skills.   * Ability to communicate effectively verbally and in writing. * Ability to write and deliver accurate, comprehensive and accessible reports.     Knowledge of issues around Safeguarding vulnerable adults.  Understanding of needs of working in a rural environment.  Must have own transport. | Level 3 NVQ qualification or above in Social Care or Education.  Level 3 qualification in animal care, conservation, horticulture or similar subject. |
| **Experience** | Managing staff and/or volunteers.  Managing projects / services for vulnerable people.  Willing to drive a mini bus (training may be available) | Experience of managing a budget.  Experience of effective networking and building partnerships.  Working with people with learning disabilities.  Developing services for people with disabilities:   * Working on environmental projects. * Working in horticulture. * Working with animals. |
| **Personal qualities** | Commitment to the ethos of Natural Ability.  Commitment to the participation and empowering of people with learning disabilities.  Commitment to excellent care for people with disabilities.  Enthusiastic self-starter. | Comfortable being outdoors in all weathers.    Personable and outgoing. |

***Please note that Natural Ability is committed to safeguarding children and vulnerable adults and all successful applicants will need to submit to a DBS check at the Enhanced level.***