

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| **Right 4 U (Specialist Autism Service)****Service Manager**  | Regional Post – Base to be agreed.Office Base options: Belfast or Western Trust locations NI regional remit, with agile working options |
| **Accountable To** |
| **Deputy Head of Community Inclusion Services**  |
| **The Service** |
| The **Right 4 U Service** sits within our community inclusion services that support individuals with disabilities, brain injury and autism to develop independence, social confidence and build skills to live the life they choose.**Right 4 U** children’s servicesupports autistic children, young people, and their families in their community and at home. Individual goals may vary depending on individual strengths, interests, and needs. We work closely with individuals and their families to ensure that they have the tools and practical assistance needed to achieve their goals.**Right 4 U** adults servicesupports autistic adults to engage in their community. Inclusion means different things to different people; therefore, the individual will take the lead in identifying what they want to achieve from the service, and collectively we can work together to achieve identified goals. |
| **Purpose of the Job** |
| The **Right 4 U Service Manager** is responsible for the overall management, monitoring and front-line delivery of the regional Right 4 U service. They will promote the inclusion of autistic people by delivering a service that provides a range of interventions that will enable individuals engaging in the service to overcome barriers and become more independent in their local community.The Manager will be accountable for the development and delivery of Right 4 U service, working in line with quality assurance standards and ensure the service provides a meaningful, supportive and inclusive place for autistic people and their families to become motivated and reach their full potential. The role involves providing opportunity, choice and inclusion; the Manager will combine this passion for making a difference by developing operational partnerships with stakeholders, funders and the wider community. This job may involve some evening and weekend work and the manager will participate with an “on call” rota.This is an opportunity to make a real difference to the lives of autistic people. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| Starting on **£38,220** per annum, pro rata | 30 hours per week *Some evening & weekend work will be required* |
| **Closing Date** | **Length of Contract** |
| 21st July 2025 | *Until March 2027, with possibility of extension* |

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| **Our Benefits** |
| * Starting on 23 days annual leave pro rata plus Cedar recognises 12 statutory days
* Cedar offer an enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer contribution
* Occupational Sick Pay Scheme
* Investor in People Champion with commitment to development of the staff team through training and learning opportunities
* Staff recognition & reward incentives aligned to high standards of performance
* Cashback health scheme
* Special offers at over 600 leading high street and online retailers.
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **CUSTOMER*** Oversee the delivery of Specialist Autism Services, ensuring the service meets the needs of individuals and families.
* Work flexibly as part of the Right 4 U team to recruit and engage autistic people through identified referral pathways
* To coordinate the team to organise and deliver a vibrant, dynamic needs-based service with autistic people utilising a wide range of resources and facilities.
* To develop and motivate the project staff to provide an exceptional coproduced service for autistic people, and be a role model for everyone, presenting a positive ‘can do’ attitude.
* To demonstrate commitment to the process of feedback and review of the Right 4 U service and develop systems and procedures to measure performance in order to demonstrate the impact and ensure continuous improvement.
* To develop relationships and partnerships within the autism community, local statutory providers, community groups, sport clubs etc to explore areas for joint working where appropriate and securing supportive relationships.
* To recruit, manage and develop a highly motivated competent team, supporting and coaching them to achieve their full potential.
* To be responsible for the health, safety and welfare of all individuals and staff participating in all activities including the provision of personal care as appropriate.
* To support the team’s fundraising initiatives, identifying local opportunities and making applications and liaising with funders to ensure their requirements are met.
* To manage, record and report any incident or safeguarding concerns, ensuring compliance with Cedar’s Quality Management System.
* To deliver and facilitate autism and inclusion training to local stakeholder and promote inclusion throughout the sector
* Deliver a customer focused, professional service, living Cedar values in all that you do.

**FINANCIAL*** Monitor and record performance of the service such as, capturing the journeys of autistic people, record-keeping of attendances and service outcomes.
* Complete funding/tenders applications to maximise the opportunity for service growth, including fundraising initiatives
* Work towards full occupancy to meet compliance with funders in conjunction with referral agents.
* Work with current financial administration systems of the Cedar Foundation in collaboration with the Finance service.
* To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency saving measures

**INTERNAL PROCESSES*** Work within the quality assurance systems within Cedar (ISO Quality Management System)
* To meet Cedar Quality Standards and participate in preparation and facilitation of internal and external audits
* Ensure adherence to all health & safety and risk management processes
* Regular monitoring and review jointly with service users and referral agents

**ORGANISATIONAL CAPACITY** * To undertake the Cedar Foundation mandatory induction training and to attend training as identified through the training and development plan.
* To engage positively in team meetings, supervision and appraisal processes, adopting a culture where performance achievement & innovation is recognised and reward-ed.
* To work collaboratively with the HR team to support the efficient and effective recruitment and selection of staff.
* To participate in improvement activity within the organisation
* To promote a positive image of the organisation to the wider community by identifying opportunities to disseminate Cedar values and its service impact.

**GENERAL*** To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, data protection, IT security policy, standards of attendance, appearance and behaviour.
* To participate in marketing and promotional activities to raise the profile of Cedar Services
* Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*Reserve List may be compiled should a similar role arise within the next 12 months.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

**Please Note – At present The Cedar Foundation does not offer sponsorship.**

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | RQF level 6 (e.g. Bachelor’s Degree) or equivalent level in Psychology, Education, Community work or Health & Social Care or a relevant discipline professional qualification**AND**Minimum of 3 years’ paid experience in the project management of services for autistic people including developing strategies to enhance their social interaction**OR**Minimum RQF 5 or equivalent level in in Psychology, Education, Community work or Health & Social Care or a relevant discipline professional qualification**AND**Minimum of 5 paid years’ experience in the project management of services for autistic people including developing strategies to enhance their social interaction | Application form & interview  |
| 2. | Leadership and management skills with the ability to lead a team and work as part of a team.  | Application form & interview  |
| 3. | Experience in grant fundraising or tender applications and developing and managing budgets of same | Application form & interview |
| 4. | Detailed knowledge of Autism Services and the ability to develop new ideas and initiatives to support development and participation. | Application form & interview  |
| 5. | Excellent communication skills both verbal and written, relationship building, negotiation and interpersonal skills to communicate with various stakeholders and young people. | Application form & interview |
| 6. | Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook  | Application form & interview  |

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| **Desirable Criteria** |
| **Criteria** | **Assessment** |
| 1. | Accredited qualification in ASD/Autism  | Application form  |
| 2. | Experience & understanding of behavioural strategies when working with individuals with autism | Application form & interview |
| 3. | 1 year’s supervision and management experience | Application form |
| 4. | Experience of assisting in the delivery of a range of innovative and good practice models for individuals with ASD or vulnerable groups of people | Application form & interview |

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| **Values Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5.  | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Role Competency** |
| **Criteria** | **Assessment** |
| 1.  | The ability to build rapport and relate well to motivate, coach and mentor staff | Application form / interview |
| 2. | Demonstrable experience in developing and facilitating interventions with autistic people across a wide age range | Application form / interview |
| 3. | Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results across whole service delivery | Application form / interview |
| 4. | Resilient, self-motivated and able to work to multiple deadlines, remaining calm under pressure | Application form / interview |
| 5.  | Demonstratable knowledge, understanding and application of risk assessment, health & safety, safeguarding | Application form / interview |
| 6. | Demonstrate innovation and creativity to develop new ideas and initiatives to support the development of the Right 4 U service and the ability to implement and evaluate these activities  | Application form / interview |

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| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The Right to Work in the UK. | Provide original Right to Work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of referees in the application form and contact the referees to inform them that they will be contacted by us. |
| 3.  | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Health Declaration, if appropriate you may be referred for an Occupational Health Assessment |
| 4.  | Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. Valid driver licence, business insurance & MOT certificate as relevant. Checked prior to appointment. ***This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.***  | Provide a valid diving licence (both parts) and ***evidence of insurance that covers business use***. |
| 5. | Enhanced Access NI check. | Apply for an Access NI check online and provide the relevant ID without delay. |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**