

Job Title	Columcille Centre Manager	
Based at	Columcille Centre, Newbattle Terrace, Edinburgh.	
Salary & Hours	£37,500 - £39,795 - full time (38 hours per week)	
Reports to	Council of Management	
Job Purpose	<p>● To manage the Columcille Centre & associated projects in order to enhance the lives of attenders through creativity and active participation.</p> <p>● To ensure that Columcille's work is guided by the principles of Social Therapy as developed by Rudolf Steiner</p> <p>● To work autonomously within the framework of policy, priorities, and budget as agreed with Columcille's Council of Management.</p>	
Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Ability and willingness to attain qualifications necessary for full SSSC registration as a Manager of Adult Day Care Services. (See www.sssc.uk.com for further details.) 	<ul style="list-style-type: none"> • Holds qualifications necessary for full SSSC registration as a Manager of Adult Day Care Services. • Social Therapy qualification • Talking Mats Accredited trainer • Driving license which covers minibus use
Experience	<ul style="list-style-type: none"> • Extensive experience of working with people with a learning disability • Experience and knowledge of Steiner principles relating to Social Therapy and a commitment to work within them. • Management experience within third sector, including budget responsibility • Experience of delivering staff training, supervision & appraisal. 	<ul style="list-style-type: none"> • Experience of low and high tech AAC (Alternative and Augmentative Communication) and of working with PBS (Positive Behaviour Support) principles • Experience of inspiring and promoting festival celebrations through art, music, drama etc. • Applying for and gaining project funding

Skills	<ul style="list-style-type: none"> • Leadership skills • Communication/advocacy skills • Report writing • Conflict resolution skills • Excellent interpersonal, networking and delegation skills • Skilled presenter with ability to inspire others 	<ul style="list-style-type: none"> • Knowledge of building maintenance and security • Highly motivated and able to facilitate collaborative working
Other	<ul style="list-style-type: none"> • Vision, resilience & commitment • Initiative, motivation and self confidence 	

Specific Tasks and Responsibilities

Service Users / Professional

- Set out and lead towards achieving Columcille's Annual Aims and Objectives in consultation with the Council of Management, service users and workforce. In so doing, ensure that the rights and safety of users are paramount in all Columcille's work.
- Ensure that service users receive both regular reviews and ongoing facilitative support with longer-term plans, all of which should promote individual dignity, independence and agency.
- Ensure that effective communication is facilitated with and between service users, staff, families, carers and other health professionals. In addition, aim to foster good relations between Columcille and the wider local community.
- Represent Columcille to the Care Inspectorate, ensuring the organisation meets any requirements or recommendations and fosters a constructive and positive relationship with their officers.
- Ensure that Columcille policies and procedures, care plans, and risk assessments are appropriate and regularly reviewed.
- Oversee the cultural life of Columcille, including the celebration of festivals and events.
- Participate in, contribute to, and influence the overall review and development of services for people with learning disabilities and mental health needs in Scotland through membership of working groups as agreed with the Council of Management.

- Maintain a working knowledge of legislation relating to adults with learning disabilities and/or mental health needs in order to identify and respond to relevant issues at Columcille. This includes relevant health and safety legislation.

Workforce / Leadership

- Recruit and line manage Columcille's workforce, and have an overview of those seconded from other agencies
- Promote diversity, inclusion and respect among the workforce; fostering a teamwork approach where all are encouraged to use their initiative and creativity while sharing responsibility for the development and successful running of Columcille.
- Oversee training, supervision and appraisal for all staff, ensuring that learning and development needs, including Social Therapy training, are met.
- Ensure that Columcille is staffed to an appropriate level. This includes good management of staff absence and annual leave.
- Ensure Columcille's ongoing compliance with all relevant aspects of health and safety and employment law.

Finances / Resources

- Be responsible for the efficient management of Columcille's budget and oversee its administration.
- Comply with monitoring and information requirements from external organisations including Edinburgh City Council.
- Represent Columcille in Service Level Agreement and/or other negotiations with Health and Social Care bodies.
- Oversee the day-to-day safety and security of the building. Respond to issues that arise within appropriate timescales. This may include urgent actions to be taken outside normal working hours. (e.g. Responding to a flood or break-in.)
- Ensure that all fixtures, fittings, fabrics, etc are well maintained and to discuss ongoing improvements with the Council of Management.
- Ensure the hall bookings system is effectively managed and brings wider financial and/or community benefits to Columcille

Other duties

- Compile and deliver reports as requested either by the Council of Management or external bodies
- Ensure that Columcille meets its legal and regulatory obligations regarding data protection, record-keeping, and information-sharing.
- Meet regularly with representatives of Council of Management and keep them appropriately informed of matters relating to Columcille
- Undertake such other appropriate duties as the Council of Management may determine. e.g. Take on the role of Company Secretary.
- Maintain registration with the SSSC as a Manager of Adult Day Care Services.
- Work flexibly (including providing cover for colleagues as needed) to ensure that Columcille's priorities are met on a day-to-day, as well as longer-term basis.

Further information about this position:

- Normal working hours are from 0900-1700 Mondays to Fridays. Staff members share lunch hour cover by rota which can be changed by agreement with colleagues.
- The salary for the post is £37,500 rising by 3 annual increments to £39,795. There is an annual salary review. Holiday entitlement is 25 days plus Bank and Public Holidays. The post holder will be invited to join the Centre's pension scheme. Statutory conditions will apply in relation to maternity leave. Paternity leave will be 5 days.
- There is a probationary period of 6 months during which the appointment may be terminated by not less than one week's notice. After confirmation in the post, not less than 8 weeks' notice must be given.
- Support and supervision from a personal consultant will be offered to the post holder on a basis agreed with the Council of Management.