



TIPHERETH CAMPHILL IN EDINBURGH

Day Service Manager

JOB DESCRIPTION

General Introduction

Tiphereth is part of the Camphill Movement. We are a small semi-rural community based on the outskirts of Edinburgh at the foot of the Pentland Hills, providing both residential, day care and social enterprise projects for adults with learning disabilities. For more information on the community please visit our web site: www.tiphereth.org.uk

Together we make up a community of about 110 people. We support twenty-two members with learning disabilities to live at Tiphereth in a range of different settings. We also offer a variety of Day Service workshops with a focus on providing meaningful work and educational opportunities for our members, and a community social enterprise. This post will involve managing our Day Services, in particular staff, members, parents and external regulators and relationships. The Day Services operates over two sites in several small buildings and off site. Tiphereth refers to individuals who uses services as 'members' and staff as 'co-workers', a reflection of our Camphill tradition and values of equality and mutuality.

The Day Service at Tiphereth creates opportunities for each member to participate in a real work setting, believing that work and education are the primary vehicles for personal growth and development. To enable this, members are active in small groups under the guidance of one or more co-workers. For members who need more intensive support an appropriate level of assistance is provided.

Our Day Service currently offers opportunities for members in

- The May Group - art and craft workshops and a kitchen where communal meals for the group are prepared
- The Pentland Group - woodworking in two purpose-built workshops and environmental work in our social enterprise, supporting green waste composting, firewood production and deliveries.
- The Garden Group - therapeutic organic gardening experiences within our community gardens.
- The Peregrine Group - maintaining our estate and with other charities in a range of external land-based settings.
- The Print Studio – a creative printing workshop producing quality items for sale and exhibition

Mission Statement

We are Tiphereth Camphill, a vocational community that values each person equally.

We aspire to live a life full of meaning, work associatively and grow together based on a rich cultural and spiritual foundation.

We strengthen and nurture our common purpose and individual potential through authentic relationships and shared life experiences.

Tiphereth Mission 2019

Ethos of the Organisation

As part of the Camphill Movement, Tiphereth works to create a community in which vulnerable adults can live and work with others in a healthy social relationship based on mutual care and respect. Our life and work, based on the Rudolf Steiner principles social therapy is influenced by social pedagogy. Through working with these principles, Tiphereth aims to meet the holistic needs of the individuals we support.

Key Responsibilities

The key aspects of the post are

- To manage the Day Services and all associated tasks for Tiphereth.
- To be the Registered Manager of the service ensuring regulatory requirements are met.
- To manage the recruitment, induction, support, and supervision of co-workers working in the Day Service projects promoting their development.
- To recruit and support new members and their families.
- To support co-workers to provide the meaningful work underpinning our Camphill ethos and reflecting the needs and choices of members.
- To support the developments of the Day Service identified by the community.
- To support the wellbeing of the wider Tiphereth community as a member of the Service Management Team.
- To manage responsibilities allocated by organisational requirements.

The Day Service Manager will be supported by senior community managers in fulfilling their role.

The post holder is responsible to Tiphereth Trustees and is managed, supported, and supervised by the Chief Executive Officer. Under charitable regulations, Trustees have ultimate responsibility for strategy, finance, health and safety, policies, and human resources. The post holder is responsible for informing the Chief Executive Officer of changes or impending changes of the statutory regulations, financial variations, staffing and health and safety issues in relation to the Day Services. As a member of the senior team, attendance may be required at Management and Trustee meetings.

The Day Service Manager is responsible for delivering a community agreed vision, values, business plan and annual targets for Tiphereth's Day Services. The Day Service Manager will work as part of a senior team at Tiphereth whilst carrying a leadership role in the Day Service setting. The team setting for the Day Service is the weekly Team Leader's meeting led by the Day Service Manager, with ad-hoc meetings as needed. As part

of the senior team the Day Service Manager will join the weekly Service Managers meeting. The Day Service Manager will also join College, a community wide forum for all leaders for issues relating to the mission of Tiphereth as a whole. The Day Service Manager collectively shares the responsibility for the wellbeing of the whole community.

Job description

- To uphold Tiphereth's Mission Statement, values, aims and objectives as a Camphill community and lead on these in the Day Service
- To attend meetings identified by the Chief Executive Officer which relate to the community as a whole or to the management of the Day Service
- To be the Registered Manager of the Day Service with the Care Inspectorate and support inspections carried out by regulatory bodies, assisting in implementing changes in practice which may arise as a result
- To facilitate working practices within the guidelines of the National Health and Social Care Standards, SSSC Codes of Practice and other relevant statutory guidance.
- To attend the weekly Service Managers meeting where operational issues are agreed, and implement agreed practices across the Day Service
- To provide support and supervision to Team Leaders, who lead workshops and manage teams of co-workers
- To lead a weekly Team Leaders meeting to plan and coordinate the operational management issues for the day service.
- Ensure that members have regular reviews of their care and support and up to date Personal Plans and Risk Assessments, through a system of key working
- To lead on the recruitment of Day Service co-workers and manage their Tiphereth induction
- Ensure staffing levels in the Day Service are appropriate, including organising relief cover
- To carry out annual reviews for co-workers in the Day Service, and lead on staff management issues relating to sickness, performance, or conduct
- To contribute to the delivery of training for all co-workers at Tiphereth
- With the Finance Manager, ensure Day Service financial records are managed and support the development of the Tiphereth annual budget for the Day Service, monitoring this throughout the year
- To support the negotiations with local authorities for day service members financial packages and fee increments, and to develop and prepare documentation to support this process. To prepare and review the day service contracts which are signed by the Chief Executive Officer
- With the Operations Manager, support the implementation of the agreed Health and Safety policies and practices in the Day Service, managing risk assessments of the environment, accident and incident records including reporting to RIDDOR and/or the Care Inspectorate.
- With the Quality Manager, build a positive relationship with day service stakeholders, in particular parents/ carers and ensure external communications are appropriate to the audience

- To support the admissions, referrals, and reviews of members in line with Tiphereth's agreed strategic plan
- With the Operations Manager, facilitate and manage the application of Tiphereth policies, procedures and contribute to developing new organisational policies
- To support agreed developments of the wider community and Day Service as identified by the Chief Executive Officer
- To support the Fundraising Manager in application requests and reporting on donations in the Day Service as required
- To represent Tiphereth at external meetings identified by the Chief Executive Officer such as local authority provider forums
- To be responsible for creating a harmonious working environment and maintaining an aesthetically pleasing space in which to work
- With the Quality Manager, facilitate and play an active part in maintaining and developing the cultural life and celebration of festivals within the community – this rich cultural life is central to Tiphereth as a Camphill community
- To demonstrate a flexible approach towards enhancing community life, recognising the Day Service is integral to the wider community
- As well as the formally structured internal meetings, to be conscious of maintaining an informal approach of open-door relationships with the whole community
- To carry out any tasks as delegated by the Chief Executive Officer and to attend, advise, report to, and support the Management Group as required

Training and Supervision

There is an initial period of induction. On-going training and continued professional development will be agreed with the Chief Executive Officer. The Day Service Manager will maintain registration with the Scottish Social Services Council adhering to its Code of Practice. The Day Service Manager will be required to register with the Care Inspectorate as the Registered Manager of the Tiphereth Day Support Service and maintain this registration for the organisation.

The Day Service Manager has access to support and supervision sessions, where issues of concern or those needing clarification can be raised, and where practices can be reflected with the Chief Executive Officer.

The Chief Executive Officer will hold the Annual Review for the Day Service Manager. Performance and the role, in relation to agreed aims and objectives, are considered, training and development needs are agreed, and personal outcomes are set for the year.

Meetings

As a senior member of Tiphereth Camphill community, you will be required to attend meetings in your managerial capacity, according to the community's needs.

Terms and Conditions

Tiphereth is committed to the Scottish Executive's Safer Recruitment Policy. References on previous work, and Enhanced Disclosure Scotland checks will be undertaken. All offers of employment are subject to these checks meeting the satisfaction of the Chief Executive Officer. Where work begins prior to the completion of these checks, should they not be completed to Tiphereth's satisfaction the right to terminate the employee's employment with only one week's notice is reserved.

The salary is £36,673.10 per annum. Incremental salary increases over 7 years to a maximum of £39,877.55 per annum. In addition, any inflationary increases are at the discretion of the Board of Trustees.

All staff are automatically registered for a pension and make 3% personal pension contribution from their gross salaries. Tiphereth will match fund personal pension contributions with a further 3.75%. Employees are automatically registered on their first day with the organisation.

The employee will be entitled to 36 days paid holiday per annum inclusive of statutory and public holidays; these are fixed in line with the holiday closure times of our Day Service. Incremental annual leave increases every 2 years by 1 day to a maximum of 40 days.

The working hours for this post are 37.5 hours per week. The success of some aspects of the community's work at Tiphereth is dependent on the post holder's willingness to volunteer extra hours.

There is a probationary period for this post of 6 months. During the probation there is a performance review at three months. The period of notice is 12 weeks.