



# TIPHERETH CAMPHILL IN EDINBURGH

## Day Service Manager

### PERSONAL QUALITIES

#### Knowledge

##### *Essential:*

- Experience of managing a day service for adults
- A willingness to support the ethos of Camphill
- An understanding of the National Care Standards and the Scottish Social Services Council Codes of Practice

##### *Desirable:*

- A working knowledge of Health & Safety
- A working knowledge of managing budgets and financial reporting
- A working knowledge of Social Therapy or Social Pedagogy.

#### Qualifications

##### *Essential:*

- SVQ Care Services Leadership and Management at SCQF level 10 or
- SVQ Social Services and Healthcare at SCQF level 9 – and a management qualification or
- Equivalent qualification recognised by the SSSC to manage a Day Support Service

##### *Desirable:*

- Related Professional Qualification
  - Scottish Social Services Council registration
  - BA in Curative Education
  - Relevant Camphill and/or Anthroposophical training
  - Clean driving license

#### Experience

*Essential:*

- Three years in a managerial position within the Health and Social Care sector
- Three years' experience of staff development management
- Experience of working with adults with learning disabilities, autism, or challenging behaviour
- Experience of staff recruitment

*Desirable:*

- Previous experience of preparing and working to budget and annual targets
- Previous experience of supporting human resource issues
- Previous experience of appraisal, supervision, and quality assurance
- Previous experience of training and development
- Experience of working in a setting that involves entrepreneurial activity

**Aptitudes**

*Essential:*

- Ability to be flexible with working hours as the role demands
- Strong communicator able to liaise effectively with stakeholders
- A forward-looking leadership style, with an ability to motivate, inspire and engage staff
- Ability to write concisely and clearly in words and figures
- Ability to use information technology and associated software
- Good time management skills and ability to achieve deadlines

*Desirable:*

- Previous experience of quality assurance
- Previous experience of writing management and general reports
- Previous experience of giving verbal reports and speaking to large groups

**Personal Qualities**

*Essential:*

- Able to uphold the Tiphereth Mission Statement
- Able to support and develop the values, aims and objectives that are the core of Camphill and Tiphereth
- A willingness to work collaboratively within the wider organisation to meet the needs of the community.

- Ability to work as part of a senior team and yet independently manage day services
- An understanding and appreciation of the notion of community

*Desirable:*

- Able to absorb new concepts quickly and adapt to changing circumstances
- Able to cope with the rigors of management in a community setting