



The Richmond Fellowship
Scotland

Role Profile

Job Title: Area Manager																		
Reporting to: Executive Director																		
Salary: Fixed Salary in accordance with the table below:																		
<table border="1"><thead><tr><th>Fixed Salary</th><th>Responsibility Bar</th></tr></thead><tbody><tr><td>£43,339</td><td>Up to £1,774,999</td></tr><tr><td>£44,530</td><td>£1,775,000 - £2,072,999</td></tr><tr><td>£45,862</td><td>£2,074,000 - £2,369,999</td></tr><tr><td>£47,154</td><td>£2,372,000 - £3,552,999</td></tr><tr><td>£48,020</td><td>£3,553,000 - £4,736,999</td></tr><tr><td>£50,864</td><td>£4,737,000 - £5,921,999</td></tr><tr><td>£53,893</td><td>£5,922,000 - £7,106,999</td></tr><tr><td>£57,524</td><td>£7,107,000 or £8,291,999</td></tr></tbody></table>	Fixed Salary	Responsibility Bar	£43,339	Up to £1,774,999	£44,530	£1,775,000 - £2,072,999	£45,862	£2,074,000 - £2,369,999	£47,154	£2,372,000 - £3,552,999	£48,020	£3,553,000 - £4,736,999	£50,864	£4,737,000 - £5,921,999	£53,893	£5,922,000 - £7,106,999	£57,524	£7,107,000 or £8,291,999
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Hours: Full time – 37.5 hours per week with On Call as required																		
Purpose of the Post: <p>The Area Manager post is a senior management post within TRFS and the post holder will lead the development of new and existing services within their geographic area of responsibility. They will ensure that TRFS is effectively represented within key partnership forums and best able to contribute to the strategic development of community supports. Key to the job is adopting a proactive approach to achieving a positive, engaging, promotional and relationship building role with Local Authorities and all other stakeholders.</p> <p>They will assist the Executive Director to develop and implement strategic planning and will contribute to the organisations national programme of continual development in both practice and policy.</p> <p>The Area Manager will provide dynamic leadership to their staff teams and managers, focusing on their development and measurable quality outcomes from support provision. They will have overall responsibility for ensuring all TRFS services meet or exceed all regulatory requirements, including contractual obligations, National Care Standards and TRFS Policies and Procedures. They will be responsible for the management of both human and financial resources.</p>																		
Key Responsibilities: <p>To lead the development of services within a geographic area through creating effective relationships with key stakeholders, including: -</p>																		

- Keep up-to-date with, and contribute to, Local Authority planning strategies and documents in order to identify opportunities for development within the area
- Contribute to new business proposals and presentations along with the Executive Director and Development Team
- Respond positively to opportunities for growth, liaising with other sections as necessary

To develop and manage existing services, ensuring they meet and exceed regulatory requirements

- Ensure all services are delivered within the framework of TRFS core values
- Promote and support inclusion for individuals we support
- Understand and promote regulatory standards, ensuring these are understood and adhered to through staff training, development and creation of management systems

To manage and develop teams and individuals

- To follow the organisation's Safer Recruitment Policy, recruiting managers, staff and volunteers who have the necessary qualifications and attributes to effectively deliver services
- To provide direct supervision to first reports
- Provide coaching and mentoring to staff
- Implement and monitor all TRFS Policies and Procedures, including disciplinary and dispute policies, to ensure effective management and support of all staff
- Ensure effective deployment of staff across the area to effectively meet service demands
- Promote effective team working across the managers' team and wider services
- Effectively identify and contribute to learning and development activities, including meeting the organisational targets for SVQ achievement. This may include SVQ assessment, verification or other forms of support

To ensure the services provided are of high quality

- Meet and exceed regulatory requirements, including National Care Standards and contractual obligations
- Implement and monitor appropriate quality assurance systems across the area and actively promote a culture of continuous improvement
- Establish a culture of continuous improvement across services
- Engage with the Development team in respect of the Quality Agenda
- Ensure any lapses in quality are speedily identified, investigated and rectified.

To manage a range of resources, including Finance and Administration, to meet services and organisational demands

- To contribute to budget setting in conjunction with Finance and Executive Director
- To manage and monitor allocated budgets for the area, identifying and implementing corrective strategies, where required
- To ensure financial policies and procedures are adhered to
- To effectively manage and deploy all resources in order to meet service demands

To establish and maintain effective communication

- To ensure effective communication networks are established and maintained with key stakeholders, both within TRFS and the external environment
- To promote the organisation in a positive manner

Protection of Vulnerable Groups

- Area Managers, in common with all TRFS staff, have a duty to protect supported individuals from abuse and to report any concerns immediately to their supervisor or other management. All staff have a duty to ensure they comply with requirements under the Protection of Vulnerable Groups (Scotland) Act 2007.

Compliance with TRFS Policies and Procedures

- Staff should familiarise themselves with the organisations policies and procedures and work within the TRFS policy framework, including Health and Safety, Equal Opportunities, Discipline and Confidentiality

Additional Duties

- To lead national developmental projects, as required
- To participate in the On-Call system
- To participate in national conferences and events or other work-related activities, as required
- To undertake other duties as may be required by the Executive Director
- To deputise for the Executive Director, as required

Scottish Social Services Council (SSSC)

All employees will be expected to comply with the SSSC Code of Conduct and ensure they apply for and maintain their registration with the SSSC at the appropriate time, as specified by the SSSC

PERSON SPECIFICATION – Area Manager

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Minimum of three years in a management post in a related field 	
Education, Qualifications and Training	<ul style="list-style-type: none"> • RMA or equivalent or willingness to undertake successfully within agreed timescales 	<ul style="list-style-type: none"> • A recognised professional qualification e.g. CQSW, DipSW, RMN/RNMH, SVQ 4 in Care • A1/V1 award
Value Base	<ul style="list-style-type: none"> • A belief in inclusion, evidenced through work practice or personal experience • A desire to ensure people supported are at the heart of decision making • Commitment to the principles and practices of continuous improvement 	
Skills, abilities and knowledge	<ul style="list-style-type: none"> • Leadership skills • Management skills • Negotiation and problem solving skills • Ability to manage staff • Ability to plan and prioritise workload • Ability to write reports and papers • Communication skills • Knowledge of the change process • Ability to work to deadlines • Knowledge of regulatory bodies, standards and their application • An understanding of the sectors role within Community Care • Finance Management 	<ul style="list-style-type: none"> • Project Management skills
Interpersonal and Social Skills	<ul style="list-style-type: none"> • Communication skills 	

	<ul style="list-style-type: none"> • Ability to liaise and engage effectively with a wide range of stakeholders • Observe standards of dress appropriate to the role • Proactively promote TRFS 	
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<p>I understand and agree to work to the terms as indicated on this job description</p>	
<p>Name (Print).....</p>	<p>Dated</p>
<p>Signature</p>	

Please return a copy of your signed job description for your personnel file