

JOB DESCRIPTION AND PERSON SPECIFICATION January 2025

Job Title	Columcille Assistant Manager	
Based at	Columcille, Newbattle Terrace, Edinburgh.	
Salary & Hours	£32,169 Full time. 38 hours per week. Mon – Fri 0830 – 1630. 12-month contract – further extension beyond this likely but subject to funding and review of role by the Council of Management	
Reports to	General Manager, who will provide support and supervision.	
Job Purpose	<ul style="list-style-type: none"> • To work closely with the General Manager to ensure the effective and safe management of Columcille’s day service. • To be acting manager when the General Manager is absent for any reason • To ensure that Columcille’s work is guided by the principles of anthroposophical social therapy. • To take a lead responsibility for some key areas delegated by the General Manager 	
Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • SVQ3 Health and Social Care or equivalent minimum. 	<ul style="list-style-type: none"> • Holds additional relevant Health and Social care qualifications • Social Therapy qualification • Positive Behaviour Support training • Driving license which covers minibus use
Experience & Knowledge	<ul style="list-style-type: none"> • A least 5 years’ experience of working with people with a learning disability • Experience of supporting people using Positive Behaviour Support (PBS) principles • Knowledge and experience of person centred planning and approaches • Experience of preparing for and chairing service user reviews. 	<ul style="list-style-type: none"> • Experience and knowledge of Alternative and Augmentative Communication such as Talking Mats, Easy Read formats, Total Communication approaches etc. • Experience and knowledge of Social Therapy and an openness to work with these approaches.

Skills	<ul style="list-style-type: none"> • Communication skills • Report writing skills • Review chairing skills • Interpersonal skills 	<ul style="list-style-type: none"> • Highly motivated and able to facilitate collaborative working
Other	<ul style="list-style-type: none"> • Resilience & commitment • Initiative, motivation and self confidence 	

Specific Tasks and Responsibilities

Service Users / Professional

- Assist the General Manager to manage and lead the service, assisting in all tasks involved in the day-to-day running of the service such as arranging relief cover, organising the timetable, dealing with calls and enquiries about the day-to-day operational running of the service.
- Take lead responsibility for ensuring each person who attends Columcille has a review every six months, and that all paperwork and Personal Plans are updated.
- Take a lead responsibility for developing work based vocational qualifications for individuals who use the service.
- Make notifications to the Care Inspectorate in the General Manager's absence.
- Contribute to the review of Columcille policies and procedures, and risk assessments are appropriate and regularly reviewed.
- Assist with the referral process for new individuals wanting a service from Columcille.
- Contribute to 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 Columcille.
- 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 / Practice Development

- Assist the General Manager with recruitment of staff including relief staff
- Provide support to staff through practice development to ensure that high standards of professional practice are maintained and developed.
- Assist with staff induction including relief staff and volunteers.
- Assist with the promotion of 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 of Columcille.
- Develop Columcille's use of assisted communication methods such as Talking Mats, Makaton, PECS or technology to improve service user communication and involvement.
- In the General Manager's absence, provide any essential required supervisory management and support to staff. (Unless otherwise directed, the post holder will not otherwise hold ongoing responsibility for staff line management/supervision.)
- Support Columcille's ongoing compliance with all relevant aspects of health and safety and employment law.

Resources

- Have delegated responsibility for the regular audit of medication and health and safety.
- Have delegated responsibility for managing all fire safety systems
- Assist or deputise for the General Manager in meetings and/or other negotiations with Health and Social Care bodies, social workers and other health professionals.
- Assist with overseeing 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 the alarm going off at weekends, or a hall usage emergency.)
- Assist with ensuring that all fixtures, fittings, fabrics, etc are well maintained and to discuss ongoing improvements with the Council of Management.

Other duties

- Attend all Council of Management meetings and report as required.
- Work flexibly, including providing cover for colleagues in workshops and in the community as needed, to ensure that Columcille's priorities are met on a day-to-day, as well as longer-term basis.
- Undertake such other appropriate duties as the General Manager or Council of Management may determine.

Further information about this position:

- Normal working hours are from 0830-1630 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 £32,169 rising by 3 annual increments to £35,153. There is an annual salary review. Holiday entitlement is 36 days. The post holder will be invited to join the Centre's pension scheme. Statutory conditions will apply in relation to maternity leave.
- 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, minimum of 8 weeks' notice must be given.
- This is a newly created post and is offered for 12 months in the first instance. Continuation beyond 12 months is dependent on funding being available, and Council of Management review of the role's impact. If the post continues beyond 12 months the responsibilities in this job description will be reviewed and may be subject to change, based on the needs of the organisation.

Columcille Mission Statement

To provide meaningful, creative activities in a supportive healthy social environment, which encourages communication, individual empowerment and development of skills.

All staff work towards creating and maintaining an atmosphere of mutual trust and respect. This will be achieved through daily practices such as, the way in which service users are spoken to, spoken about and consulted about daily activities. This is characterised by an attitude of interest, acceptance, warmth, friendliness, respect, and dignity.

We offer a person-centred approach in creative workshops and performing arts in a social setting, as well as accessing community-based facilities. Service users are meaningfully involved in how the organisation can improve.

Columcille staff support service users' development through achieving personal outcomes and building mutual respect and support. Relationships and connections to one another are a central part of what we offer providing structure, purpose and meaning to people's lives.

Our work is inspired by some of Rudolf Steiner's ideas about the human being, as well as current best practice and person-centred approaches to supporting people.