



CAMPHILL COMMUNITY GLENCRAIG JOB OPPORTUNITY

Title of Post: Acting Registered Manager (Children's Residential) (22/52/ARM/WEB)	Location: Camphill Community Glenraig, 4 Seahill Rd, Craigavad, Holywood, Co Down, BT18 0DB
Accountable to: The Head of Social Care	
Purpose of the Job: Responsible for the operational management of a 3 bedded residential service in line with The Children's Home Regulations (Northern Ireland 2005) DHSS PS and The Minimum Standards For Children's Homes (NI) 2019 and organizational quality management systems. Camphill Community Glenraig provides education, residential and day services to individuals with a learning disability, complex needs and challenging behavior. Glenraig has a unique ethos and approach and it is expected that the postholder will embrace and actively support them throughout the Children's services area. Further information about Glenraig and its approach can be found on the community's website, www.glenraig.org.uk	
Salary £38,189 per annum	Hours of Work: 40 hours per week – fully flexible variable shift patterns, including evenings and weekends.
Closing Date: 4pm – Wednesday, 29th June 2022	Length of Contract: Fixed Term for 12 months

Main Purpose of Role

Overall responsibilities:

- A. To ensure the maintenance of registration standards as laid down in the **Minimum Standards for Children's Home 2019** as regulated by the Regulation and Quality Improvement Authority (RQIA) and the The Childrens Home Home Regulations (NI).2005
- B. To ensure that services and care are provided in a person centred way,
- C. To contribute to the overall quality improvement of services, and to ensure compliance with the aims and objectives of the organisation.

- D. To secure the care and safety of staff and of service users when they are residing at the home or otherwise in the charge of support staff.
- E. To oversee the day-to-day management and administration of the home in accordance with statutory regulations and GlenCraig policies and procedures.
- F. To promote and encourage the use of an environment conducive to a high standard of care in which service users can participate, according to their capacity and wishes.
- G. To be responsible for the recruitment of staff within the unit in conjunction with the Deputy Manager and Team Leaders.
- H. To identify and develop new opportunities for the expansion of the Childrens Home and the range of services it provides including the potential for respite.

1. Workload

The Registered Manager, will;

- 1.1. Take an active role in planning, co-ordinating and developing services within the Registered Residential Home.
- 1.2. Be responsible for interacting with internal and external stakeholders and other regarding the provision of the service for residents.
- 1.3. Ensure all care and support is aligned to the Statement of Purpose.
 - 1.3.1. Be required to undertake a pattern of work that will require shift work including evening and weekend work, as determined by the needs of the service.
- 1.4. Be part of the Safeguarding On-Call Team for the whole community including Adult Residential.
- 1.5. Maintain excellent governance, risk assessment, reporting and safeguarding procedures.
- 1.6. Be responsible for line management of Deputy Manager, Team leaders and Children's Residential Workers

2. Staff Supervision

The Registered Manager shall:

- 2.1 Ensure that each member of staff receives regular supervision in accordance with GlenCraig policy.
- 2.2 Provide day to day supervision to all support staff, sessional or otherwise, as required and in line with job descriptions relating to each post.
- 2.3 Contribute to individual staff development in line with GlenCraig Training Strategies and mandatory training requirements.

- 2.4 Maintain an appraisal process for individual team members, in line with Glencairg policy and procedure and individual work plans.
- 2.5 Oversee a shift rota system, ensuring the most efficient and effective use of staff to the benefit of the smooth running of the home
- 2.6 Ensure that staff members are familiar with the professional, administrative and financial aspects of the service as set out in the Quality Management System and the Residential Care Homes Minimum Standards.
- 2.7 Manage staff performance via Glencairg policy and procedures and implement with support from line manager and HR, the disciplinary process as needed, whilst ensuring that all employment legislation and best practice is adhered to.
- 2.8 Ensure that Mandatory training is maintained by staff and volunteers.

3. Care of Service Users

The Registered Manager, shall:

- 3.1 Promote and maintain a quality service in line with statutory requirements and the Organisation Quality Management Systems, and ensure that all staff are familiar with and adhere to these requirements and guidelines.
- 3.2 Create and maintain an environment which has the capacity to respond to each service user's individual needs.
- 3.3 Actively promote and maintain a close working partnership with parents/carers and other significant people in the lives of service users in order to promote their best interests.
- 3.4 Ensure that all service users are allocated a key worker and facilitate the attendance of the keyworker at meetings or reviews relating to the service user.
- 3.5 Ensure that staff are familiar with and adhere to care plans as agreed for service users.
- 3.6 Promote and maintain procedures which will ensure an adequate level of emotional and physical health care for service users, and ensure that professional assistance is sought where necessary and appropriate.
- 3.7 Ensure that guidelines for the administration and safe keeping of medication are made available to all members of staff and are adhered to.

4. Building Management & Leadership

The Registered Manager, shall:

- 4.1 Be responsible for all aspects of day-to-day management.
- 4.2 Ensure that Health and Safety legislation and Quality Improvement Plans arising from RQIA or MMR inspections of the houses are complied with.
- 4.3 Ensure that houses are maintained in good repair, and liaise with the personnel who have responsibility for carrying out such work.

- 4.4 Be responsible for the maintenance of such statutory records as may be legally required, e.g. accident book, fire equipment test log, etc.
- 4.5 Promote a positive image of the houses by creating an environment which, as far as possible, destigmatises institutional care.
- 4.6 Act as a role model at all times whilst ensuring that all staff work within the ethos and value base of Camphill Community Glenraig

5. Financial Management

The Registered Manager, shall:

- 5.1 Be responsible for the management of the home's budget and ensuring that budget boundaries are maintained; be aware of and adhere to relevant financial regulations and ensure that financial records are kept, are up to date, and are available for inspection by authorised personnel.
- 5.2 Have responsibility for maintaining accounts relating to the personal property of clients who are unable to manage their own financial affairs.
- 5.3 Be responsible for following procedures regarding the ordering of goods and services.

6. Administrative Duties

The Registered Manager, shall:

- 6.1. Be responsible for the maintenance of the established record keeping system which will be available for inspection as necessary by authorised personnel.
- 6.2. Be responsible for the production of data, statistics and reports relating to the role and activities of the houses as required.

7. Other Duties

The Registered Manager, shall:

- 7.1 Promote, maintain and evaluate the houses service delivery within annual Children's services plans, objectives and targets.
- 7.2 Undertake training as required.
- 7.3 Actively promote the concepts of anti-oppressiveness and equal opportunities in all aspects of the organisation's work.
- 7.4 Remain up to date with current legislation, thinking and theory in relation to professional conduct and practice, and ensure that staff are familiar with these.
- 7.5 Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- 7.6 Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

7.7 Undertake health and safety duties commensurate with the post and/or as detailed in Glencraig's Health and Safety Policy.

Person Specification:

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

The following are essential criteria which will be measured at short listing stage:

Criteria	Essential	Desirable	Evidenced By:
Education/Training/ Qualifications	Registered with NISCC or NMC Third level qualification in relevant discipline e.g. (Nursing, Social Work, Occupational Therapy)	Management Qualification in Health and Social Care. PBS training and experience	Application form
Experience	Minimum of 3 years' experience in the provision/co-ordination of, support services for individuals with learning disabilities or other vulnerable groups, 1 year of which should have been at a manager level or equivalent. Experience in a residential home Employed experience in learning disability Experience of direct reports	2 years' paid experience working within a social care setting 1 years paid experience of working with children Experience of developing reports and timely responses to operational and strategic objectives Experience of developing new services particularly in relation to children's services.	Application form Application form Application form
Specialist Knowledge & Skills	The ability to lead a team and work as part of a team. Good organisational skills Good communication & interpersonal skills Proficiency of using standard office IT		Application form Application form Application form

	applications such as Word, Excel, the internet and email		Application form
Circumstances	<p>Hold a full current driving license valid for use in UK and Ireland and have access to a car on appointment</p> <p><i>This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post</i></p>		Valid diver licence, business insurance & MOT cert as relevant

The following are essential criteria which will be measured at interview stage:

Criteria	Essential	Desirable	Evidenced By:
Specialist Knowledge & Skills	<p>Effective communication skills to meet the needs of the post in full</p> <p>The ability to sustain effective working relationships across agencies</p> <p>The ability to motivate and support staff</p>	Solutions focused	<p>Interview</p> <p>Interview</p> <p>Interview</p>

	<p>A demonstrable knowledge of safeguarding, disability and equality issues</p> <p>Ability to use initiative and prioritise workload</p> <p>Ability to adopt a flexible approach to meeting the objectives of the job</p> <p>Knowledge of regulatory framework and Residential Care Homes Minimum Standards.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p>
Other Requirements post job offer	<p>Valid work permit</p> <p>Access NI check</p> <p>Able to fulfil the occupational health requirements for the post</p> <p>Job references</p>		<p>Work permit</p> <p>Valid documentation</p> <p>Occupational health questionnaire</p> <p>Two satisfactory references</p>

Benefits

- 28 days annual leave pro rata plus Glenraig recognises 12 statutory days
- Annual incremental pay increases
- Organisation Pension available
- Occupational sick Pay Scheme, which increases with length of service
- Free parking on site
- Optional enrolment into the Benenden Health
- Commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance
- Death in Service Insurance Benefit 2x Salary

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:

**HR Department
 Camphill Community Glenraig
 4 Seahill Road
 Craigavad
 Holywood
 Co Down
 BT18 0DB**

This Job Description is a general outline of the post as it is currently perceived by Camphill Community Glenraig. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Glenraig aims to meet it's vision and best respond to the needs of disabled people accessing our services.

CAMPHILL COMMUNITY GLENCRAIG IS AN EQUAL OPPORTUNITIES EMPLOYER



CAMPBILL COMMUNITY GLENCRAIG

POSITION APPLYING FOR – Children’s Residential Manager (22/52/ARM/WEB)

PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE

Only Applications Containing All Information Which Has Been Sought Will Be Considered

PLEASE RETURN COMPLETED FORMS

By email to: hr@glenraig.org.uk

Monitoring Form must accompany CVs & application forms to be considered for shortlisting.

Surname:	Title: Mr/Mrs/Miss/Ms Other (please specify)				
Forename(s):	Maiden Name (if appropriate):	Other Former Name(s):			
Home Address:	Address for Correspondence (if different):				
Postcode:	Postcode:				
Home Telephone No. (incl STD Code)	Daytime Telephone No. (incl STD Code)				
Mobile Tel No:	National Insurance No.				
Email Address:					
Do you hold a current full UK driving licence? Yes/No	Do you have access to a form of transport? Yes/No				
Nationality: EC/Non-EC	If Non-EC, please specify				
Do you have the right to work in the UK? Yes / NO					
<i>Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.</i>					
Are you currently NISCC Registered?					
Were you referred by an existing Camphill Community Glenraig Employee? Yes / No					
If yes, Please enter the employee’s name here: _____					

EDUCATION – GENERAL (Please note all qualifications listed below will require evidence by certificates).

GCSE/'O' Levels/'A' Levels/Secretarial Exams etc.

Subjects passed	Examining Body	Level Attained (e.g. GCSE etc.)	Grade	Year

FURTHER / HIGHER EDUCATION

Degree/Diploma/Certificate/NVQ	Result and Date obtained

EXAMINATIONS PENDING

Qualification(s)	Date to be taken

TRAINING

Details of Training Courses attended and awards achieved, including dates if appropriate.

Details of Course	Organisation who provided Training	Date Course Completed

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute / Organisation	Grade of Membership (Where appropriate)	Membership Number

EMPLOYMENT HISTORY - PRESENT POST

Name and Address of present employer:	Title and grade of post:			
	Present Salary/Wage: £			
	Title/Level of Person you currently report to			
Status: Permanent/Temporary/Fixed Term				
Department:	Date appointed:	Day	Month	Year
Location:	Period of Notice required:			

Present duties and responsibilities:

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Reason for leaving

(please continue on separate sheet if necessary, clearly marking the question it is linked to)

PREVIOUS POSTS (Beginning with most recent)

NB: To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy

(please continue on separate sheet if necessary, clearly marking the question it is linked to)

How do you believe your own values would contribute in line with the organisation's values and mission?

(please continue on separate sheet if necessary, clearly marking the question it is linked to)

REFEREES

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencraig reserves the right to seek a reference from any previous employment.

Current Employer	
Name:	Name:
Capacity in which known	Capacity in which known
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Daytime Telephone No. (please indicate dialling code)	Daytime Telephone No. (please indicate dialling code)
Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>	Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>

SPECIAL REQUIREMENTS

<p>Do you require any special arrangements to be made to assist you if called for interview? Please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>

PERSONAL DECLARATION

<p>I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.</p> <p>Signature: Date:</p> <p>Please ensure that you have completed all relevant parts of this application form.</p>



CAMPBILL COMMUNITY GLENCRAIG

Camphill Community Glencraig is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we not only meet our legal obligations but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Please complete and return this form a sealed envelope, along with your application form.

Gender

Male

Female

What is your religion or belief?

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am not a member of either the Protestant or the Roman Catholic Community

If you do not complete this questionnaire, we are encouraged to use the “residuary” method which means that we can make a determination on the basis of personal information on file / application form.

Are you married or in a civil partnership

YES

NO

Age: 16-24 25-29 30-34 40-44 45-49
50-54 55-59 60-64 65-69 65+
Prefer not to say

DOB: ____/____/____

How would you describe your national identity?

English Welsh Scottish Northern Irish
Irish British Other Prefer not to say

Ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

White

English Welsh Scottish Northern Irish
Irish
Irish Traveller Other White Background

Mixed / multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Any other mixed background

Asian / Asian British

Indian Pakistani Bangladeshi Chinese Any other Asian background

Black / African / Caribbean / Black British

African Caribbean Any other Black / African / Caribbean background

Other ethnic group

Arab Any other ethnic group

Disability

Section 1 of the Disability Discrimination Act describes a disabled person as person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.

Using this definition do you consider yourself to be disabled? Yes No

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

What is your sexual orientation?

Heterosexual / straight Gay woman / Lesbian
Gay man Bisexual
Other Prefer not to say

Do you have any caring responsibilities?

None

Primary Carer of a child/children (under 18)

Primary carer of disabled child/children

Primary Carer of disabled adult (over 18)

Primary carer of an older person (65+)

Secondary Carer

Prefer not to say

By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.

Thank you for completing this form.

Human Resource Quality Manual 1	Issue Date: January 15
Doc Code: CCG/HR/F020	Issue 1

Declaration of Convictions Form

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

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Please complete and return this form a sealed envelope, along with your application form.

Declaration of Criminal Convictions, Cautions and Bind-Over Orders

In Confidence

Do you have any prosecutions pending? (if yes give please give details)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Have you ever been convicted at a court or cautioned by the police for any offence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.		

Declaration of Abuse Investigation(s)
Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature: _____ Date: _____

Print name: _____

Any surname previously known by: _____

Position applied for: _____