



freshfields

enterprises ltd.

freshfields enterprises ltd.
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Freshfields Deputy Manager position

To support the manager and the Board of Trustees to manage all Freshfields Staff and Volunteers in providing vocational training supporting employment skills experience through work activities for our Service Users, in order to enable them to gain significant enhancement in their quality of life through new opportunities.

Main Responsibilities:

- To support and be involved with strategic planning to help develop Freshfields, this would include business planning, financial planning and staffing and resource planning.
- To engage in networking activity to support Freshfields links with partner organisations and individuals.
- To help organise all training and employment support activity through line management with the manager.
- To help oversee all staffing and personnel matters at Freshfields.
- To maintain the public profile of Freshfields in order to support the recruitment of new Service Users, maintain current Service User numbers and gain charitable support from the general public.

Specific Duties:

- To support the Managers duties in order to meet the requirements of Freshfields day service provision.
- To help develop and provide training opportunities for Service Users in Horticulture and employability skills and make recommendations of progression opportunities.
- To undertake delegated responsibility for the management of support staff and further development opportunities, providing leadership, advice and guidance to enable staff to fulfil their responsibilities.
- To ensure that the Service Users needs are encouraged and supported and central to our activities.
- To assist in effective communication and team working amongst the staff team.
- To help maintain effective operations of Freshfields by arranging staff cover where required and monitoring attendance, sickness and holiday entitlement.
- To help oversee support duties within the staff and volunteer team in order to maintain day to day coherence.
- To assist in the supervision of office and admin functions.
- To undertake monitoring of project funding and budgets and assist with funding returns where required.

Equality through opportunity

reg. charity 1031940

reg. company 2638762



- To undertake other duties and training that are reasonable to the position and to step-up to cover manager duties where required.

Essential skills and qualifications:

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	<ul style="list-style-type: none"> - NVQ 3 in health related area of practice or equivalent experience - GCSE English Language- C 	Qualification in training others	Application
Knowledge	<ul style="list-style-type: none"> - Working knowledge of key issues in learning disability - Sound working knowledge of professional issues e/.g. confidentiality 	Training in specific treatment approaches	Application/ Interview
Experience	<ul style="list-style-type: none"> - Experience of work with adults/adolescents with Learning disability - Experience of working with people with complex needs. - Experience of working with people in a person centred way. - Experience of communicating to clients/ carers in an accessible way 	Experience of delivering informal training to carers.	Application/ interview
Skills and Abilities	<ul style="list-style-type: none"> - Good interpersonal skills. - Good oral and written communication skills. - Ability to prioritise duties and tasks independently. - Ability to work under supervision and independently. 	Experience of plain English or use of symbol software	Application/ Interview

- Should have an understanding and have experience in working within a CSQC framework.
- Should have a full, clean driving licence with a D1 (minibus driver) entitlement and a C1 (over 3,900Kg entitlement).
- Own and use a “get it done, properly first time” ethos.

Additional skills:

- Have an ability to communicate effectively and work as part of a team.
- Have the ability to communicate effectively by telephone, face to face and in writing.
- Have good numerative skills for working with accounts and invoices.
- Have the ability to maintain accurate files and records.
- Have the ability to work in a positive and flexible manner, and be capable of working with a minimum of supervision.

Contract details:

Permanent position, subject to 6 months probationary period

Satisfactory Criminal Record check

2 Satisfactory References

Initial salary between £17,000 and £19,000 per annum dependent on experience

Hours 37.5hrs p.w. (Full time/flexible)

Holiday 25 plus public, pro rata.