



Job Title	4Ever Unique Manager
Responsible To	Senior Management
Responsible For	Support Workers, Volunteers and Students
Salary	£11.50 per hour
Hours	35 hours per week to be worked flexibly over 5 days per week including weekends All shifts between hours of 8:45am and 6:15pm

### **Unique Kidz and Co Overview**

Unique Kidz and Co is an award-winning charity that provides social and play opportunities for children and young adults with disabilities and additional needs across Lancaster, Morecambe and the surrounding areas. The charity runs a number of services including afterschool and holiday clubs for children aged 5-19, a siblings group and stay and play sessions for under 5's. In addition, it runs daytime support sessions for young adults aged 18 – 30. Unique Kidz and Co is a place to play, have fun, make friends and be unique and the specialist care that we provide give parents, carers and families the respite that they need and the opportunity to remain in work.

### **Job Summary**

The 4Ever Unique Manager will lead a small, hardworking team in supporting young adults with a wide range of abilities and needs. The manager will inspire, motivate and focus on meeting the needs of all who attend. The role includes providing support to the team, leading by example, ensuring all paperwork is correct and up to date and that the setting is meeting the standards as set by Lancashire County Council at all times. The team as a whole will be responsible for encouraging the young adults to make friends, try new things and step outside of their comfort zone all whilst providing any specialist support needed.

## **Job Description**

### Team Management

- To lead by example and create an inspiring team environment with an open communication culture and motivated team members
- To lead monthly team and planning meetings ensuring that minutes are recorded and follow up actions completed
- To complete quarterly supervisions with the team and assist with annual appraisals where required ensuring that staff have the opportunity to develop their skills
- To delegate tasks, set deadlines and oversee all day-to-day operations of the services including managing the team's workload ensuring deadlines are met
- To manage and complete all necessary paperwork relating to staff
- To assist with the recruitment and induction of 4Ever Unique team members and volunteers
- To ensure all staff training is fully up-to-date and to be responsible for booking and organising any training required.

### Working with Young People

- To lead, inspire and manage the team in creating and maintaining a safe and supporting environment for young people with a wide variety of abilities and needs
- To lead and coordinate the planning of varied activities, which encourage the young people to have fun, make friends and join in. This includes working with the team to organise ideas, themes, activities and trips.
- To lead and coordinate the delivery of both face-to-face and virtual sessions as well as any future grant-funded projects that may be successful.
- To work both 1:1 and in groups with the young people ensuring that individuals are supported appropriately allowing them to have a positive and engaging experience.
- To ensure the team delivers the highest quality of care to the young people attending including snacks and drinks, personal care and administering medication when required
- To lead the team in ensuring that sessions are focused on the interests of the young adults

- To lead the team by delivering motivating and informative morning briefs and de-briefs.
- To ensure that all young people, parents, carers, families and visitors are made to feel welcome
- To organise and coordinate all key worker assignments and to support the team with any queries that they might have
- To coordinate the transportation of young people both to and from the setting including on trips and outings

### Management of the Service

- To lead and manage the 4Ever Unique daytime support service ensuring that all necessary paperwork for the setting is completed to a high standard including (but not limited to) risk assessments, fire reports, registers and transport sheets
- To ensure that all service user files are up to date and organised with all the correct information and documentation (including care plans, risk assessments and personal emergency evacuation plans)
- To use the IT systems in place and appropriate software to access files and programmes
- To work with the Health and Safety Officer to ensure that the setting is safe for service users and to ensure all policies and procedures are being followed and all current regulations are being met.
- To be responsible for the monitoring and development of the services ensuring that reflective practice is being used at all times
- To contribute, when required, to grant applications and monitoring ensuring all outcomes of any grants are being met
- To organise the transition process for young people starting at the service and those moving on to other adult services ensuring that families are kept up to date with transition plans
- To be responsible for reviewing and updating all policies and procedures relating to the setting
- To communicate clearly with parents/carers, local schools/colleges, social workers and other external agencies and professionals whilst maintaining confidentiality.

- To adhere to the Financial Policy and to liaise with the Head of Finance for all financial aspects of the role

### Promotion

- To raise awareness of the service in the local community including: attending local cluster meetings, networking with other providers, promoting the service to local schools and colleges and developing strong relationships with social workers
- To be the first point of contact for new families providing excellent customer service
- To build and maintain strong partnerships with parents, carers and other external professionals
- To use social media to promote the services and engage with new and existing families

### Standards

- To be the main contact for Lancashire County Council Contract Management department
- To ensure that the service is meeting the Minimum Standards for Daytime Support
- To lead on inspections and complete any required monitoring

### Other

- To be one of the Designated Safeguard Leads for the setting and to promote safeguarding across the building ensuring that information displayed is kept up to date
- To work closely with other service managers to ensure that all teams are working to the same high standard and delivering the same quality of care
- To provide continuity in the absence of other service managers
- To have a strong general knowledge of the charity and its services
- To ensure that all Unique Kidz and Co policies and procedures are adhered to at all times
- Such other duties or responsibilities as may reasonably be required

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

## **Person Specification: 4Ever Unique Manager**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 in Health and Social Care, or equivalent</li> <li>• Level 2 Safeguarding and Young People Nominated Lead or the willingness to attend training</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant management and/or leadership qualification</li> <li>• Full UK Driving Licence</li> <li>• Training in First Aid, Moving and Handling, Food Hygiene, Administering Medication</li> <li>• Skills 4 Care Certificate</li> </ul>	Application Form
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years experience leading a team</li> <li>• Experience of working with young people</li> <li>• Knowledge and understanding of Risk Assessments and Health and Safety</li> <li>• Experience of working in and leading a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of recording information for monitoring purposes</li> <li>• Experience of communicating with parents/carers and external agencies</li> <li>• Experience of working with young people with disabilities</li> <li>• Knowledge and understanding of young people with disabilities</li> <li>•</li> </ul>	Application Form / Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and writing skills</li> <li>• Ability to lead an activity with the young people's needs in mind</li> <li>• Ability to manage petty cash and budgets</li> <li>• Ability to lead and motivate a staff team</li> </ul>	<ul style="list-style-type: none"> <li>• Makaton, BSL, PECS or other relevant methods of communication</li> <li>• Specialist skills and interests that would be of benefit to Unique Kidz and Co</li> </ul>	Application Form / Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Friendly, positive and professional manner</li> <li>• Enthusiasm</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>	Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Evident passion for play, childcare and providing an excellent service</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Unique Kidz and Co and the services it provides</li> </ul>	Interview