



## **Job Description Vulnerable Adults' Manager**

<b>Job Role:</b>	Vulnerable Adults' Manager
<b>Reporting to:</b>	Chief Executive Officer
<b>Hours:</b>	Full-time – 35 hrs per week
<b>Responsible for:</b>	The management and overall delivery of the work with vulnerable adults.
<b>Financially responsible:</b>	The relevant budget headings relevant to the project delivery.
<b>Direct Line Management:</b>	Vulnerable adults' project worker.
<b>Salary</b>	£28692

### **Job Purpose**

1. To develop and deliver a vulnerable adults service that is person centre and client led to deal responsively and flexibly with regards to client needs, to be delivered to a high standard and in line with Swinton Lock Activity Centre's policies and procedures.
2. To act as the designated safeguarding lead for the organisation and deal with all related referrals to the correct and proper conclusion.

### **Key Responsibilities**

1. To manage and deliver in line with the vulnerable adults' worker the vulnerable adults programme of work from Swinton Lock Activity Centre.
2. To create relevant documentation for the careful monitoring and management of vulnerable adults work within the centre.
3. To ensure relevant data regarding outcomes monitoring are recorded accurately for relevant returns.
4. To provide impact information around the service delivery as a way of monitoring effectiveness.
5. Identify clear objectives for service delivery, including management of risk and develop and performance manage relevant action plans to ensure effective & efficient implementation.
6. Pursue best practice and value for money within the service through the establishment of effective systems.
7. Initiate, manage and implement initiatives in service delivery.
8. To act as designated safeguarding lead for the organisation



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9. Develop and foster effective relationships with external stakeholders, partners and agencies, representing and promoting Swinton Lock Activity Centre's interest with these groups, including attendance at relevant meetings where required.
10. Ensure sufficient resources are available to deliver service priorities through effective workforce planning.
11. Effectively manage the relevant project budget, ensuring spending within agreed limits.
12. Manage the vulnerable adults' project worker.
13. To facilitate the voice and influence of clients
14. To work within and promote the centre's policies and procedures at all times; including equal opportunities, safeguarding and health & safety.
  
15. To establish and maintain effective team working and develop collaborative practice.
16. To attend team meetings and produce written materials as appropriate i.e. monitoring and evaluation forms.
17. To actively participate in the relevant staff training and development opportunities

**Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.**



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**Person Specification**

<b>Vulnerable Adults' Manager</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Key areas of knowledge and experience</b>		
Clearly demonstrable track record of success in delivering high quality and high performing children and vulnerable adults social work services.	X	
Experience of successful partnership working and managing a multi-agency team to deliver responses to complex and high profile issues	X	
Up to date knowledge in relevant policy, procedures, case law and legislation within children's social work services and vulnerable adults services including those pertaining to child sexual exploitation/abuse and domestic abuse	X	
Substantial experience of managing and decision making in high risk situations regarding vulnerable adults.	X	
Experience in designing services which incorporate the voice and experience of the vulnerable adult.	X	
Substantial and successful direct experience in vulnerable adults work, including policy development	X	
Experience of managing people effectively within a vulnerable adults focused service delivery organisation	X	
Deal with and safeguarding referrals from other members of staff/sessional tutors and deal with professionally and effectively, ensuring documentation and information is kept safe and secure	X	
Successful budget management in a comparable organisation including evaluation of competing budgetary priorities within tight financial limits	X	
Successful track record of communicating and working with stakeholders and partners	X	
Experience of performance management and quality assurance processes in service delivery	X	
Experience of successful project management and delivering services to set standards	X	
Experience of applying risk management in setting strategy and in identifying and managing principal risks to achievement of objectives	X	
Experience in media management		X
Experience of working with vulnerable adults who have mental health issues		X
<b>2. Qualifications</b>		



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NQF Level 7 qualification e.g. Post graduate certificates and diplomas with extensive experience in the relevant specialist area and other related areas of work, or a wider range of areas <b>OR</b> Evidence of the equivalent level of knowledge gained through work experience	X	
Safeguarding training to designated safeguarding lead standard		X
Recognised social work qualification		X
Evidence of continuing professional development	X	
<b>3. Key Skills Communication</b>		
Exchanges wide ranging complex and contentious information with different sets of people, orally and in writing	X	
Delivers well-structured communication to different people and uses a range of influencing skills effectively	X	
Uses effective negotiation skills and deals with potential conflict	X	
Produces highly complex reports / documents to suit the needs of the audience	X	
Has an understanding and can demonstrate application of effective professional boundaries.	X	
<b>4. Decision making</b>		
Makes decisions on a wide range of issues which may involve several work areas and where a number of options may exist	X	
Deals with complex decision making involving a degree of uncertainty	X	
<b>5. Problem solving</b>		
Uses an analytical approach to solve very complex situations or problems	X	
Analyses and interprets very varied and highly complex information from several sources	X	
Uses lateral or creative problem solving where there is little precedence to draw on or a high level of uncertainty exists	X	
Develops long term solutions and strategies	X	
<b>6. Manager Competencies</b>		
Sees the wider picture from a strategic perspective and works in a joined up way with others	X	
Gives direction to others and leads by example	X	
Works to deliver continuous improvement of service	X	



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Works in partnership with others to meet client needs and expectations	X	
Promotes equality and treats all people fairly and with dignity and respect	X	
Managing with and through people; Builds and maintains constructive and open working relationships with others	X	
Communicating and engaging others with facts, ideas and proposals to others clearly and persuasively	X	
<b>7. General Requirements</b>		
Able to work flexibly, including any service specific hours	X	
Able to travel to various locations throughout the borough within a reasonable timescale	X	

<b>Special Conditions</b>
<ul style="list-style-type: none"> <li>• The post will require occasional evening and weekend work.</li> <li>• The post will be subject to a DBS check being carried out at an enhanced level, every two years.</li> <li>• The post holder must be able to perform all duties and tasks with reasonable adjustments where appropriate in accordance with the disability discrimination act.</li> <li>• Where possible to arrange personal leave and lieu time to be taken commensurate with the needs of the centre and role delivery.</li> <li>• Job Descriptions cannot be exhaustive and the post holder may from time to time be required to undertake other duties which are broadly in line with the above key responsibilities.</li> </ul>

**Terms of appointment**

Salary: £28692 per annum

Pension: 3% employer contribution

Location: Base location Dun Street, Swinton, Mexborough, S64 8AN

Hours of work: 35 hrs per week

Annual leave: 25 days plus bank holidays (pro-rata)