



JOB DESCRIPTION

Job Title: Registered Manager Loch Arthur Community

Hours: Full time

Background to Loch Arthur Community

For the last 40 years, Loch Arthur has been providing 24/7, 360° holistic support to adults and older people with special needs (learning disabilities) in a unique environment. Over the years, it has enjoyed a wonderful reputation for safe, supportive care and support, enhancing the life experiences of those who have lived in its life-sharing houses. Our life-sharing model is based on the ethos of the international Camphill movement, now in its 84th year and still going strong, through its 127 communities based in 29 countries.

Fundamental to the ethos of Camphill is the creation of community, recognising the worth of every person and the provision of meaningful and fulfilling work for all Community members. This has resulted in a complex arrangements for shared living households and a range of productive workshops and enterprises which have developed over the years. These arrangements support those who live in the Loch Arthur community and those who attend for day activities/meaningful work.

Purpose and Scope of the Job

The Registered Manager has a responsibility for the quality assurance of the social care provision provided by Loch Arthur, which brings with it a wide variety of tasks and challenges which are detailed in the section, below, headed 'main responsibilities of the role'. In addition, the post-holder, as a member of the Management Group has an opportunity to contribute to the development and decision-making processes of the Loch Arthur Community.

This role works very closely with our internal social care group and, through that group, with those co-workers who are carrying out social care duties daily. This is a type of symbiotic relationship, the working of which is essential for this role to be successful.

Accountable

With the Management Group to Board of Trustees

Responsibility to engage with

Loch Arthur Responsibility Group (long-term co-workers), Commissioners of social care; Scottish Care Inspectorate; Scottish Social Services Council (SSSC)

Responsible for

Aine Mcgrath (in a role of assistant to the RM)

Main Links

Social Work Group; Management Group; Responsibility Group; Induction and Support Group; Employment Group; Finance Group.

Main responsibilities of the role

1. Making sure through the various groups, that all co-workers in the social care side of Loch Arthur, receive effective:
 - Supervision, support and annual reviews
 - Learning and development opportunities appropriate to their roles
 - Mentorship and sharing of skills and knowledge
 - Support to use best practice social care throughout the community, while maintaining the ethos of community
 - Support of co-workers and others in growth and development initiatives
 - Liaison, on behalf of the community, with the Scottish Social Services Council
2. Supporting and leading those co-workers who are delivering care, support and training to people in supported tenancies and day attenders, ensuring effective and timely:
 - Delivery of safe care and support
 - Use of, and adherence to, safeguarding measures
 - Assessments, plans, monitoring and reviews
 - Reporting of incidents, accidents, or complaints
 - Arrangements in place to manage emergency on-call issues
 - Liaison on behalf the community, with the Care Inspectorate and the Local Authority commissioners, contract and finance staff
 - Monitoring, and evaluation of, the quality of services provided, identifying areas for improvement and working with management group members, to effect the changes needed
3. Supporting workflow across Social Care, including:
 - Ensuring that risk, health and safety matters are managed safely
 - Making sure that admin tasks associated with care and support are completed on time
 - Leading, attending, and contributing to meetings (e.g. Social Work Group; Responsibility Group; Management Group; Board of Trustees)
 - As part of the Management Group, supporting community development where this has been identified in the strategic plan.
 - Leading the creation of the Annual Social Care Improvement Plan
4. Jointly leading the community, in conjunction with other colleagues in the management group, to:
 - Maintain the ethos of the Camphill movement in general and Loch Arthur in particular

- Ensure that the cultural activities of the community support the life and wellbeing of the community.
- Ensure that short-term volunteers are recruited and supported well
- Ensure financial viability from the social care perspective and work with the finance team who manage the community's finances as a whole.

Personal Specification

Qualification, Skills, Knowledge, Experience	Essential	Desirable	How judged
Degree or equivalent in a Health or Social Care	✓		Application
SVQ 4 or equivalent in Management and Leadership	✓		Application
Experience in a similar position		✓	Application
Knowledge and experience of safeguarding adults and older people	✓		Application and Interview
Understanding of all legislation related to the role	✓		Application and Interview
Good risk management & health and safety experience and skills	✓		Application and Interview
Experience of people management and leadership	✓		Application and Interview
Demonstrable good communication across different audiences	✓		Interview
Demonstrable good time management, planning, and organising	✓		Application Interview
IT skills and knowledge	✓		Application and Interview
Business/community management, growth and development	✓		Interview
Experience of Camphill or other communities		✓	Interview
Hold a valid driving licence	✓		Application and Interview

Training and Personal Development

Loch Arthur Community recognises the need for on-going training and development and will, wherever possible, support appropriate activities that you might wish to undertake from time to time in this respect.