

Job Description

Job title: Adult Services Manager
Reports to: Operations Director
Salary: £35,000.00 (rising to £35995.05 after 6 months probation)
Hours: 36 per week
Location: Based at 73 Summerstown, London SW17 0BQ. You may be required to work from other Generate sites in South London.

Introduction to Generate:

Generate has been creating opportunities and offering support to people with disabilities since 1972. We are committed to improving the lives of people with disabilities by supporting and encouraging them in a creative way to access opportunities in the community, be active citizens and reduce reliance on services. As a member of the GR8 Support Movement we are looking for people who are Adventurous – Friendly – Encouraging – Supportive of relationships – Connecting – Advocating – Respectful – Resourceful.

Main purpose of job:

- Manage the Community Connections Outreach Project, Group Health and Wellbeing activities the Social Opportunities programme.
- Manage the service coordinators for the purpose of day-to-day service delivery
- Monitor the quality of support and ensure those appropriate outcomes are achieved for the individuals Generate supports.
- Ensure the service is delivered in line with council commissioning strategies.
- Manage the service budgets and interface with the external finance department
- To identify and pursue opportunities for the development and expansion of adult services
- To develop and manage initiatives created in response to funding opportunities
- Ensure that the service complies with national standards in relation to staff training
- Ensure that the service complies with Generate's policies and procedures
- Identify and undertake fundraising to generate new income
- Build and maintain strong working relationships with key stakeholders
- Work alongside other service and project managers to develop cross service initiatives

General Responsibilities

- To be an active member of the Generate management team.
- To comply with all relevant Generate policies, procedures and guidelines, including but not limited to Equal Opportunities, Health & Safety, Safeguarding and Confidentiality of Information.
- To represent Generate positively in a variety of situations and respond professionally to general enquiries.
- Willing to work extra hours at short notice where required to meet the needs of Generate
- To travel to other Generate sites in London as required.
- Keep records and report on outcomes of your work.
- Keep up to date with current issues and good practice in the field of disability.

- Engage with support offered by colleagues and undertake training as required.
- Undertake any other reasonable task relevant to the work of the organisation that may be requested by the management team.

Person Specification -

	Essential	Desirable
Significant, successful adult social care experience working with people with Learning Disabilities, Autism and other disabilities, using a strengths based model and person centred approaches	x	
Have a minimum of 3 years' experience managing a quality assured Learning Disability service, supervising and appraising staff teams	x	
Excellent, demonstrable IT skills and capacity to adapt easily to new systems	x	
An understanding of the safeguarding of vulnerable adults and children	x	
A demonstrable experience of using HR policies and procedures to manage staff performance	x	
An understanding of Health and Safety practice and legislation	x	
Accurate record keeping and administrative skills	x	
An ability to manage competing and diverse workloads	x	
A willingness to work evenings, weekends and public holidays when required	x	
Educated to degree level or equivalent or a recognised Health or Social Care qualification	x	
Experience of fundraising for a charity or community organisation		x

Generate principles:

1. Generate members will always be at the heart of Generate and at the centre of every decision
2. Generate will dream big to enable people with a learning disability to explore, shape and develop their own futures
3. Generate is committed to having respectful and genuine relationships with everyone
4. Generate works to link people with their local communities and support them to maintain their connections
5. The Generate approach is about using and developing our skills, knowledge and experience and engaging our hearts when we work each individual to improve their lives.
6. Generate will work together with members, families, partners and stakeholders.
7. Generate will empower people with learning disabilities to campaign for their rights