

Team Leader - Job Description

Post:	Team Leader
Hours:	35 hours per week (This will include on-call evening and weekend cover)
Salary:	£29,934
Responsible to:	Chief Executive

Fair Deal is an award-winning Social Enterprise providing assistance and support for people with learning disabilities, older people and young people. Established over 30 years ago we have been recognised for our groundbreaking work in valuing our clients and supporting their needs. Based in Glasgow, we work alongside the people who use our support, to help them have the kind of life they want. At Fair Deal we are committed to personalised individual support arrangements enabling our clients to build and maintain the life they choose.

As Team Leader, you will lead a highly motivated team to ensure delivery of a personalised individual support plan for all clients whilst also working in collaboration with the Leadership team and the other Operational teams within the Organisation. In addition, you will work closely with the Quality Manager to ensure compliance with all legislative requirements and support the overall business direction of the organisation.

Strategic Objectives

- Consult with external agencies in relation to the funding, commissioning, contracting, and design of new services
- Contribute to the development of new services from an Operational perspective
- Contribute to the ongoing development of policy, practice and procedures

- Contribute to ensuring all Fair Deal's activities benefit the clients in our services
- Promote Inclusion in all areas of practice
- Promote clients being at the heart of decision making
- Contribute to the principles and practices of continuous improvement
- Promote and develop community networks for the benefit of our clients

Operational Objectives

- Take a lead role in the design, management and monitoring of services
- Provide regular monitoring reports on services
- Report writing to support operational management and development
- Provide leadership, guidance and management to operational teams
- Provide individualised outcome-based support plans for clients
- Engage with potential clients and their families
- Take a lead role in consulting with professional agencies
- Take a lead role in managing applications and referrals for support
- To collaborate with the other members of the leadership team
- Contribute to ensure compliance with SSSC Code of Conduct
- Contribute to ensure compliance with Care Inspectorate Requirements
- Contribute to ensure compliance with all other legal and regulatory requirement
- Contribute to ensure compliance with all Policies and Procedures
- Represent Fair Deal in a professional capacity at external events
- Take a lead role in Rota Management for staff and services
- Provide on call cover in evenings and at weekends on a rotational basis

The main responsibilities are listed above, however, this list is not exhaustive, and the employee would be expected to perform any other duties that may reasonably be required in line with your main duties. Employees will be expected to apply for and maintain their Registration with the SSSC at the appropriate time, as specified by the SSSC, and to ensure they comply with the SSSC Code of Conduct

Qualifications/Skills key to the role

- Minimum SVQ 3 in Social Services and Healthcare
- Minimum 2 years' experience in a Social Care environment
- SSSC Registration
- Experience in supporting and developing relationships with clients and families
- Experience in liaising with social work departments and community organisations
- Line Management Experience in a Social Care Environment (desirable)
- A recognised management qualification (desirable)
- Excellent leadership and organisational skills with an ability to delegate effectively
- Excellent Microsoft knowledge
- Excellent communication and interpersonal skills
- Ability to motivate both individuals and a team
- Commitment to the ethos and values of Fair Deal
- Knowledge of regulatory requirements affecting care organisations
- Willingness to occasionally work out with office hours to meet organisational needs
- Full Driving licence and access to own car for business purposes (desirable)