

Job title:	Deputy Manager (Learning and Leisure Service)
Salary:	£26,000
Hours:	Full time, 35 hours per week
Responsible to:	Head of Service for Learning and Leisure Service
Responsible for:	Learning and Leisure staff, volunteers and service users

Summary of post

The post holder will assist in ensuring the smooth running and development of the Learning and Leisure Service at Centre 404.

They will be responsible for:

- Creation, implementation and ongoing development and management of services relating to all activities within the Learning & Leisure section of the organisation.
- Deputising the Head of Service in the day-to-day management and strategic development of the Learning and Leisure service
- Line management of Learning and Leisure staff as required
- Contributing to the general development of Centre 404's strategy and services
- Ensure all groups and activities are delivered in line with Centre 404 mission and values and that they promote inclusion and diversity

Deputy Manager Responsibilities

1. Liaise with statutory agencies, disability teams and leisure services in order to identify ways in which participants in the groups can take part in mainstream activities. Develop partnership working opportunities with other voluntary sector providers where appropriate.
2. Jointly manage (with the Children and Young People's Coordinator) and develop the children and young people's Outreach Service and holiday programmes, as well as any other boroughs where a service is commissioned: write and update the monthly rota; deal with invoices on a monthly basis; manage referrals as per set targets; promote the service and write monitoring reports as required.
3. Act as the Senior Activities Engagement Worker responsible for contributing to the development and planning of groups and individualised support activities as needed, specifically being responsible for the weekly delivery as Senior Activities Engagement Worker of a regular session as appointed by the Head of Service.
4. Oversee the core administration needs for staffing, including monthly payroll for the service, monitoring sickness and other absences, annual leave, monthly rotas and training needs.
5. Be flexible to the demands of the post through availability for occasional evening and/or weekend work and any other requests from the Head of Service and/or the Chief Executive. This includes delivering an On Call Service weekly for activities as part of a rota with other Learning and Leisure managers. You will be provided with a work phone for this purpose.
6. To undertake other ad hoc duties relevant to the post, including working in other projects managed by the organisation. This will be assigned by your line manager.

Person Specification

(E) Essential requirements (D) Desirable requirements

Physical/personal attributes	Available to work a variety of shifts throughout the week	E
	To respond flexibly to the changing needs and requirements of the service. This may from time to time involve changes in times, days, sessions managed or location worked	E
Qualifications	Good general education including 5 GCSEs (or equivalent) at grade C or above or ability to provide demonstrable abilities.	E
	Hold a professional qualification or graduate-level certification in a relevant area <u>or</u> have at least two years' experience running services similar to those provided by Centre 404 in a supervisory or managerial capacity.	E
Knowledge & Experience	At least 2 years' experience of planning, delivering and evaluating sessions for people with a learning disability.	D
	At least 2 years' experience of managing a large staff team and of offering advice guidance and support and supervision, with the ability to lead and motivate others effectively and handle potential difficult staffing situations/conversations	E
	Awareness of both Child and Adult Safeguarding issues and of the potential vulnerability of people with learning disabilities to abuse and signs of this.	E
	To possess a coherent vision for the development of social/education activities for people with learning disabilities and to be able to communicate that vision to others	E
	Commitment to using social activity and educational opportunities to promote the full involvement of people with learning disabilities in their local community	E
	A good general understanding of legislation relating to safeguarding and quality control E.g. Care Quality Commission and Ofsted.	E
Skills/Abilities	Reliable and punctual	E
	IT proficient (Microsoft Office and other)	E
	Ability and confidence to work effectively with people who may present with behaviours that challenge.	E
	Experience of setting up new projects and an understanding of the resources and financial considerations involved.	E
	Ability to handle confidential and sensitive information appropriately in line with Data Protection Policies and GDPR legislation, leading by example to colleagues.	E
	Ability to prioritise and manage a complex workload.	E