

L'ARCHE LAMBETH

JOB DESCRIPTION

Job Title:	DEPUTY DIRECTOR
Employer:	L'Arche UK
Reporting to:	Director
Location:	L'Arche Lambeth Office
Status:	Full-time 40 hours per week.

The information in this Job Description is given so that the post holder understands what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the post holder will be as positive and flexible as possible whilst using this as a framework.

Overall Objectives:

- To be responsible for the development and delivery of high quality person-centred support and care services as Registered Manager with CQC
- To support the Director in creating community in accordance with the Identity and Mission of L'Arche

Main Duties

1. Self-Directed Support

- Ensure each person with a learning disability has a Person Centred Plan which is regularly reviewed and updated
- Ensure circles of support are set up and maintained
- Ensure all plans are delivered and adequate resources are identified

2. Management

- Line manage Service Coordinators and Day Service leaders, providing regular supervision and annual appraisal
- Improve and implement L'Arche systems, policies, procedures and reporting mechanisms to ensure high quality service provision

3. Financial management

- Participate in the annual budget-setting process with the Director and Committee, to ensure that each service has a realistic achievable budget
- Monitor monthly income and expenditure figures and take action to rectify any deficits which emerge, in consultation with the Director

4. Regulatory and legal

- Registered Manager with CQC, working closely with L'Arche UK Responsible Individual
- Maintain records to meet CQC and any other legal and Charity Commission requirements
- Lead on issues relating to Adult Protection

5. Policy

- Oversee the development, review and implementation of all support and care policies
- Ensure care and support policies set by L'Arche UK are implemented
- Keep up to date with support and care developments and approaching changes, and advise the Director on implications and necessary action

6. **Leadership**

- Deputise for Director in their absence
- Contribute to the strategic plan ensuring quality input is received from people with learning disabilities and staff
- Work closely with the Director and Community Life Coordinator as part of a mutually supportive senior management team

7. **Creating Community**

- Support the Director and Community Life co-ordinator in sustaining and developing L'Arche Lambeth's identity as a Community of people with and without learning disabilities
- Support the Service Coordinators and Support Assistants in their role of creating community including encouraging them to attend times of reflection and formation on community and L'Arche values
- Attend community events whenever possible

8. **New Service Development**

- Lead on developing our services to respond to emerging needs and demands
- Lead on marketing our services to care managers and individuals and their families
- Participate in the development of major new projects in conjunction with the Director
- Negotiate funding in conjunction with Director

9. **Networking**

- Build and maintain links with senior staff in partner agencies, attending events and meetings as agreed with the Director

10. **Meetings, Training and Formation**

- Attend and present written reports to the Committee
- Lead the Service Coordinators' meeting
- Attend formation and training courses relevant to this role as agreed with the Director
- Attend any L'Arche UK meetings relevant to this role as requested by the Director, including occasional residential events

11. **General**

- Perform any other reasonable duties commensurate with the post which may be required from time to time by the Director