

## SKILLS CENTRE MANAGER

**Salary:** £38,000 to £40,000 per annum

**Hours:** 38 hours per week, Monday to Friday

**Excellent benefits:** Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, employee wellbeing & assistance program

**Overview:** Our residents are at the heart of everything we do at the Meath Epilepsy Charity with person-centred planning we make sure that everyone remains focused on achieving their goals and to maintain their independence as much as possible.

We have an exciting opportunity to bring on-board a Skills Centre Manager to lead The Meath Epilepsy Charity's Skills Centre and Social Hub. This service supports vulnerable adults with a wide range of needs to be active members of the community, increase independence, develop life skills, and set goals and achievements to work towards.

**Job Purpose:** This role requires the successful person to have had experience in the planning, leading and co-ordination of sessions for people with disabilities and lead a team to ensure positive outcomes for people using the service. There is also a need to engage with external agencies, local authorities, and providers to attract external clients to the Skills Centre, in order to expand and develop the service

### Key Responsibilities Include:

- Ensure the smooth operational running of the Skills Centre via the management of a medium sized team of activity co-ordinators.
- Plan & develop a vibrant and refreshed timetable of activities / events which promotes independence, wellbeing and choice.
- Review and ensure all activity sessions have meaningful outcomes.
- Develop tools that help measure sessional impact.
- Producing KPI reports and manage budget with support from CEO and Head of Finance.
- Be responsible for the collection, recording and safe storage of information about service users in the form of up-to-date confidential files and a daily register of attendance.
- Provide evaluations and assessments for external clients.
- Carry out and update risk assessments / care plans / daily records to support annual reviews.
- Adhere to and update Health and safety policies as well as training for staff.
- Oversee and transform Café Meath into a fully operational social hub.
- Build relationships and networks with like-minded organisations.
- Build and foster relationships with professionals from adult social care and Health authorities.
- Seek opportunities to engage with the wider community in ways that promote the social inclusion of beneficiaries, as well as the service.
- Liaise with Head of Communications and Marketing in the co-ordination of tours of the Skills Centre, for various visitors to The Charity.

### **Person Specification:**

- Experience of managing a medium sized team.
- Excellent verbal and written communication skills.
- Excellent planning & organisational skills.
- Ability to create and maintain a safe, happy, and stimulating environment for the people we support.
- Previous experience of supporting adults with disabilities.
- General understanding of the operational needs of a day centre/skills centre within a social care setting
- Passionate about continuous improvement and a desire to capture and demonstrate sessional impact.

**Essential:** Previous experience working in an activities centre in a management position. Key skills we're looking for continue to be sport, IT, independent living skills, other ASDAN related topics. Understanding of health and wellbeing leading to meaningful relationships (Mental Health signs and symptoms). Computer literate and experienced in using or teaching others how to use Microsoft Office. Extroverted personality to continually motivate others. Willing to train and learn new skills to constantly improve the quality of sessions.

**Desirable:** Previous experience working with epilepsy and/or other learning difficulties.

**Inclusivity & Diversity:** We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

### **Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:**

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement