



## **SERVICE MANAGER – SKILLS CENTRE**

**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 an experienced Service 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:** The Service Manager is responsible for the effective day-to-day running of the Skills Centre. The post holder will oversee staff, programmes, and operational systems to ensure a safe, well-organised, and person-centred day service for the people we support, working within established policies, budgets, and frameworks.

### **Key Responsibilities Include:**

- Manage the daily operation of the Skills Centre, ensuring a high-quality, safe, and inclusive service.
- Line-manage and support a team of Activity Coordinators, providing supervision, guidance, and performance oversight.
- Develop and oversee a structured programme of activities and an annual calendar of events that supports independence, wellbeing, and personal goals.
- Ensure activities are outcome-led and that regular impact assessments are completed using the organisation's existing model to produce impact reports.
- Produce written annual reports to support Social Worker reviews and complete evaluations as required.
- Maintain daily attendance records and compile monthly attendance information for external client billing.
- Oversee risk assessments and ensure compliance with health and safety policies and required staff training.
- Monitor KPIs and contribute to budget management with senior leadership support.
- Collaborate with Fundraising and Marketing teams by providing impact data to support grants and funding bids.
- Support marketing efforts to raise awareness of the Skills Centre in the local community to attract external clients.

- Host tours of the Skills Centre for visitors, donors and potential external clients as required.
- Develop and maintain strong networks with like-minded organisations, adult social care and health professionals, and the wider community to promote the service and enhance the social inclusion of beneficiaries.
- Provide evaluations and assessments for external clients.

### **Person Specification:**

#### **Essential**

- Experience of supervising or managing staff within adult social care, day services, or a related support setting.
- Understanding of person-centred and outcome-led support.
- Experience of overseeing service delivery or activity programmes.
- Ability to oversee risk assessments and maintain health and safety compliance.
- Experience of maintaining records, monitoring performance, and reporting outcomes.
- Strong written communication skills, including report writing.
- Good organisational and time-management skills.
- Confident IT skills (e.g. Microsoft Office, service systems).
- Commitment to safeguarding, equality, and inclusion.

#### **Desirable**

- A qualification in Health & Social Care, Management, or a related field.
- Experience of KPI monitoring and budget awareness.
- Familiarity with outcomes or impact measurement models.
- Experience of providing information to support funding bids or grant reporting.
- Knowledge of relevant regulatory or inspection frameworks.

**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