

Social Enterprise Manager

Location: St Joseph's Pastoral Centre, Hendon

Reporting to: Centre Manager

Job Purpose: To ensure the highest quality of learning, support and helping people get ready for work by developing independence, interpersonal skills and experiencing tasks that develop further abilities. for all students, in line with the values of St Joseph's.

Purpose of the post

1. To plan, execute, monitor and develop the programme work and skill development at the Hendon Centre in line with the Caritas St. Joseph's Strategic Plan and in consultation with the Centre Manager.
2. To recruit and manage staff to fulfil the programme of the Centre and ensure appropriate induction and support.
3. To work closely with the Centre Manager and all teaching staff to ensure the highest quality of teaching, supported learning and work experience for students on enterprise courses.
4. To lead and co-ordinate individual student assessment and personal Development Plans and ensure appropriate liaison with Homes and carers.
5. To work in such a way as to model the values of St. Joseph's- respect, love, community and spirituality – with a focus on the dignity and gifts of each individual

Key areas of responsibility:

1. In collaboration with the other members of the SMT, to manage the risk assessment of students, in particular the appropriateness of the course and the systems, for recruitment and induction.
2. To understand and promote the precepts of person-centred-planning and equal opportunities within the Centre and in any outreach activity.
3. To use ICT skills and technology as appropriate.
4. To support the development of OCR accreditation for and develop other accreditation for students attending enterprise related courses.
5. To provide information and statistics about the resources to aid the planning and delivery of the budget for the Activity Centre as part of the overall Caritas St. Joseph's budget.

6. To be responsible for the supervision of individuals on the enterprise team supporting St Josephs.
7. In consultation with the Centre Manager, recruit and manage staff and consultants as appropriate. Ensure St. Joseph's personnel procedures and policies, including training and development, are applied so as to support fair treatment and good morale.
8. Keep aware of current statutory regulations in the various fields and apply the terms as necessary.
9. To take a particular care in the areas of Health & Safety, Risk Management and Safe Guarding Adults. Monitoring them to a high level, ensuring policies and procedures are applied.
10. To set up and arrange points of sale for the products produced at St Joseph's where possible have the students gaining confidence in the community.
11. To liaise with community Homes, parents and carers as necessary on learning or behavioural areas for students.
12. To create and maintain an appropriate, safe and effective physical environment for students to have meaningful work experience.
13. To take an active role as part of the Senior Management Team, reporting to the Centre Manager.
14. To carry out regular monitoring of staff in line with Support and Supervision policy.
15. To take responsibility for one's own development.

Person specification: Social Enterprise Manager

Contract Type: Permanent

Salary: £24k per annum (£30,000 per annum FTE)

Hours of work: 28 hours per week

Knowledge and Experience

1. Experience of people with learning disabilities essential, including those with moderate and severe learning difficulties and those with challenging behaviour.
2. Experience of developing social enterprise programmes for people with learning disabilities.

3. Experience of delivering life-long learning through mediated communication techniques.
4. Experience in supervisory or management role.
5. Working knowledge of the policies and legislation in the field is desirable, especially "Valuing People".
6. Working knowledge of Adult Safe Guarding Experience of Risk Assessment procedures for both students and of working practices desirable.
7. Organisational skills.
8. Interpersonal skills, including especially diplomacy and communication, both oral and written.
9. Computer literate
10. An understanding and empathy of the social and moral teaching of the Catholic Church.

Competences required

1. Able to offer commitment to people with learning difficulties
2. Able to empathise with the mission and values of Caritas St. Joseph's and support the spirituality of the Centre.
3. Capacity for innovation and creativity.
4. Possesses the ability and temperament to enthuse others.

Qualifications required

Teaching or learning qualifications, sales and production. Product placement or qualifications in the field of special needs/learning disabilities.

Other

The post is subject to an enhance check by Disclosure and Baring Service.