



Acedale House

<https://acedalehouse.org.uk>

9 Mid Street
Bathgate
EH48 1PS

01506 438981

Acedale House Recruitment Pack Post of Centre Manager

Thank you for your interest in the post of Centre Manager. This pack contains information on the post, the Job Description, Person Specification and the Application Form. Please note we do not accept CV's

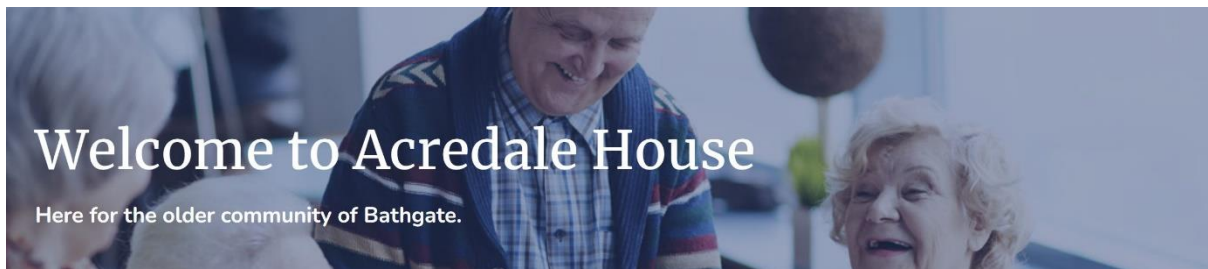
The closing date for Applications is Friday 4th March 2022 and we would anticipate holding interviews on week commencing 21st March.

For any further information or clarification you may need then please contact:

Anne Forrester

Manager

Tel. 01506 634288 or email manager.acedale@gmail.com



Centre Manager - Acredale House

Part Time: 30 hours per week

Salary: £28,782 per annum. (FTE £33,579)

Location: 9 Mid Street, Bathgate, West Lothian, EH48 1PS

The closing date for applications is 4th March 2022



Acredale House

<https://acredalehouse.org.uk/>

Since 1962 Acredale House Day Centre has been offering a range of services to older people in Bathgate and the surrounding area.

Situated near Bathgate town centre the service caters for up to 25 clients a day, with a wide range of activities on offer, which are tailored to the diverse needs of our individual clients. We offer a daily lunch club and daily transportation to and from the day centre. Acredale House can also provide support to family members and carers.

Our small but dedicated staff team comprises of manager, 4 care workers, an office manager, kitchen supervisor, minibus driver and client escort person. This team is complemented by a number of volunteers.

An exciting career opportunity for Centre Manager has opened to a suitably talented and skilled individual. You will lead our Staff Team in the delivery of high quality social and health care interventions to our service users.

The post offers the opportunity to improve and monitor the quality of our service and look for new development opportunities.

You will have an excellent knowledge and experience of working with older people and have a track record of innovation, achieving results, excellent staff management skills and the enthusiasm to make a huge contribution to Acredale's commitment to deliver an efficient and effective service. You will also have a good understanding of local and national policy developments in relation to social care of older people with substantial care needs. You will report on a regular basis to the Trustees of the charity.

The successful candidate will need to undertake a PVG check by Disclosure Scotland.

The post is for 30 hours per week, 9.00 a.m. - 3.30 p.m., Monday to Friday with a salary of £28,782 per annum, (FTE £33,579). Additional benefits include an attractive annual leave allowance and a work place pension with an employer contribution of 5%.

Application Notes

Please see job description, person specification and application forms available from "Downloads" or our website <https://acredalehouse.org.uk>

Completed application form to be submitted to: manager.acredale@gmail.com no later than 28th February 2022 or by post to: **Manager, Acredale House, 9 Mid Street, Bathgate, EH48 1PS.**

C.V.s will not be accepted. Interviews may be held week beginning 21st March,

Downloads

1. Application Pack



Acedale House

<https://acedalehouse.org.uk>

**9 Mid Street
Bathgate
West Lothian
EH481PS**

Job Description – Centre Manager

Job Title: Centre Manager

Responsible to: Board of Directors

Hours: 30 hours per week, 9.00 a.m. - 3.30 p.m. Monday to Friday

Salary: £28,782 per annum. (FTE £33,579) A Work Place Pension Scheme is in place to which the employer contributes 5%

Location 9 Mid Street, Bathgate, West Lothian, EH48 1PS

Closing Date for Applications: 4th March 2022

Purpose of Post

1. To lead the staff team at Acedale House in developing and providing a wide range of safe quality day care services which are appropriate and responsive to the needs of our service users and their carers and respects their independence and human rights.
2. To develop a strategic overview of service development and to advise the Board on policy and practice issues which impact our service delivery.
3. To report to the Board all matters which require their attention and to provide the financial information required to support their financial oversight and budget control.
4. To develop effective working relationships with service commissioners, key stakeholders and partner agencies.
5. To seek new business and funding opportunities to ensure the future sustainability of the organisation, the services it provides and to write and submit funding applications.
6. To ensure compliance with all legislative quality assurance and contractual obligations required by our commissioners regulatory bodies and stakeholders.

Key Responsibilities

1. Direct and manage all functions of the organisation, providing leadership and support to staff, volunteers, and key stakeholders to ensure that the planning and organisation of the business of the organisation is undertaken effectively.
2. To develop, implement and monitor Quality Improvement Initiatives.

3. Provide support to ensure staff and volunteers are undertaking work in a manner which is safe to both them and the service users / clients.
4. Lead and maintain effective communication systems and practice between staff, volunteers and the Board of Acredale.
5. Register and liaise with the Care Inspectorate as Manager of Acredale House.
6. Be responsible for meeting all regulatory requirements. Including planning for inspections, data collection, evidence gathering, identifying issues and taking action to meet requirements and ensuring completion of quality assurance processes, monitoring returns and that financial claims are submitted in a timely manner to West Lothian Council.
7. Lead the process for maintaining client care and support plans.
8. Comply with legal, regulatory, ethical and social requirements and lead practice that promotes the rights, responsibilities, equality and diversion of individuals.
9. Ensure a full understanding by staff of PVG and safeguarding, and assessing what action to take in cases of potential or actual harm or abuse.
10. Undertake PVG checks with Disclosure Scotland for all relevant Staff and Volunteers.
11. Carry out annual staff appraisals and ongoing supervision for continuing professional development of all staff and volunteers.
12. Have overall responsibility for health and safety at Acredale House.
13. Develop interagency partnerships, joint working agreements and practices to deliver health and social care services for older people.
14. Be the first point of contact for complaints and ensuring they are dealt with in accordance to company policy.
15. Respond to any emergencies or make urgent decisions by telephone, where needed, when not present at Acredale House.



PERSON SPECIFICATION

Post: Centre Manager - Acredale House

Please use this Person Specification to assist you in completing your application.

Requirement	Essential	Desirable
<p>Qualifications: SVQ Health & Social Care and appropriate Management qualification.</p> <p>Evidence of continuous professional development.</p>	X X	
<p>Experience of: 3 years' experience of working in a social care service with older, vulnerable people.</p> <p>Working in the voluntary sector.</p> <p>Working in partnership with other professionals e.g. health or local authority.</p> <p>Managing and developing an effective team including recruitment, training, supporting and supervising staff.</p> <p>Delivering social care in a dignified and respectful manner that promotes independence, choice and privacy of service user.</p> <p>Developing, implementing and monitoring Quality Improvement Initiatives.</p> <p>Managing a budget.</p>	X X X X	X X X
<p>Knowledge of: Legislation affecting Social Care and duties of an Employer.</p> <p>The regulatory responsibilities of a Registered Manager.</p> <p>Undertaking Risk Assessments.</p> <p>Recognising abuse and following safeguarding procedures.</p>	X X X	
<p>Competence: Confident in use of MS Office applications.</p> <p>Excellent communication skills, experience of building positive working relationships with service users, their families, staff and other care professionals.</p>	X X	

Requirement	Essential	Desirable
<p>Leadership qualities.</p> <p>Organisational skills.</p> <p>Ability to deal effectively with crises/emergencies.</p> <p>Ability to plan, organise and prioritise workload and your team's workload effectively to meet deadlines.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Personal Qualities:</p> <p>Caring and compassionate towards people in need of care and support.</p> <p>Commitment to the values of respect, dignity, equality, privacy and non-discriminatory care practice, promoting the rights of people and their independence.</p> <p>Self-motivated and with a commitment to professional development.</p>	<p>X</p> <p>X</p> <p>X</p>	
<p>Additional requirements:</p> <p>Full driving licence with no more than three penalty points.</p> <p>Enhanced disclosure from Disclosure Scotland.</p>	<p></p> <p>X</p>	<p>X</p>

Sections A to C and Section G (the first and last pages) will be detached from the rest of the application and that information will not be available to the appointments panel.

How to Apply

When completing your application please ensure that you pay close attention to the criteria outlined in the Job Description and Person Specification. CVs will not be given consideration.

In your supporting statement you should highlight any particular additional strengths that you believe you would bring to the post. Send completed application to manager.acredale@gmail.com or post to **Manager, Acredale House, 9 Mid Street, Bathgate, West Lothian EH48 1PS.**

Section A – Personal Details

First Name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Email	<input type="text"/>
Contact telephone number/s:	Home <input type="text"/>	Mobile	<input type="text"/>
	Work <input type="text"/>		

Section B – Health Information

Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process. Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties:

Details:

Section C – General Information

Are you currently eligible for employment in the UK? Yes No
(You will be required to provide proof of this before commencing employment)

REHABILITATION OF OFFENDERS ACT 1974 - If you have previously been convicted of any offences, please give details below unless the conviction can be regarded as "spent" in terms of the Rehabilitation of Offenders Act 1974. The position which you have applied for has been assessed as eligible for an Enhanced Disclosure check and this will be carried out prior to confirmation of employment.

Details:

Section D- Education and Training

Please list examination passes achieved at school or in further education

Candidate No.

Qualification / level	Subject	Grade

Please provide details of any higher education undertaken

University or college	Degree or qualification obtained	Duration

Please provide details of any professional qualifications held and not listed above

Qualification	Relevant body	Duration

Other training relevant to this application

Name of Course	Provided by	Duration

Section E – Employment Record

Candidate No.

Present or most recent employment

Name and address of employer:

Post:

Dates employed:

Reason for leaving:

Salary:

Notice required:

Summary of your duties and responsibilities related to the above post

Candidate No.

Previous Employment (Please continue on additional sheet if necessary)
Make sure you account for any gaps in your employment record.

Name and address of employer and nature of business	Dates		Post title and brief details of main duties	Reason for leaving
	From	To		

Section F – Supporting Statement

In this section please tell us about your previous experience of each of the Principal Areas of Responsibility for this post and cite specific examples of how you have demonstrated the Key Competencies required. Please continue on a separate sheet if necessary.

[Empty box for supporting statement]

If the person specification for the role applied for requires a driving licence:

Do you hold a current full driving licence? Yes No Do you have access to a car? Yes No

STORAGE OF SENSITIVE INFORMATION

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Acredale House.

We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.

I authorise the collection of this information by Acredale House so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Acredale House, by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Signature _____ Date _____

DECLARATION

I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results and a probationary period. I authorise Acredale House to verify information contained in this application via telephone, e-mail, fax or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions, health information and/or other details provided should this be necessary.

Signature _____ Date _____

Section - G**Equalities Monitoring Form****Mark your answers with an X****What is your gender?**

Male	Female	Transgender	Prefer Not To Say
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Age:

16-25	26-35	36-45	46-55	56-65	65+	Prefer Not To Say
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What is your date of birth?

Prefer Not To Say

Which of the following options best describes how you think of yourself?

Heterosexual/Straight	Gay/Lesbian	Bisexual	Other	Prefer not to say
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What religion, religious denomination or body do you belong to?

None	Church of Scotland	Roman Catholic	Other Christian	Muslim
Buddhist	Sikh	Jewish	Hindu	Pagan
Other, please specify:			Prefer Not To Say	

Do you have a physical or mental condition or illness lasting or expected to last 12 months or more?

Yes	No	Don't Know	Prefer Not To Say
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Does this condition affect you in any of the following areas?

Vision	Mental Health
Hearing	Stamina, fatigue or breathing
Mobility	Learning, understanding or concentrating
Dexterity	Socially or behaviourally
Memory	None of the above
Other, please specify:	
Prefer not to say	

What is your ethnic group?

Choose ONE section from A to F, then mark with an X that which best describes your ethnic group or background

A - White

Scottish	Other British	Irish	Romany Gypsy	Irish Traveller
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Other white ethnic group, please specify:

B– Asian, Asian Scottish or Asian British		
Pakistani, Pakistani Scottish or Pakistani British	Indian, Indian Scottish or Indian British	Bangladeshi, Bangladeshi Scottish or Bangladeshi British
Other, please specify:		
C – African		
African, African Scottish or African British		
Other, please specify:		
D –Caribbean or Black		
Caribbean, Caribbean Scottish or Caribbean British	Black, Black Scottish or Black British	
Other please specify:		
E – Other ethnic group		
Arab, Arab Scottish or Arab British		
Other, please specify:		
F – Prefer not to say		
Prefer not to say		