

Job description



Job title: Aspirations Manager

Responsible to: Chief Executive

Hours: 37.5 hours per week

Based: Harvey's Barn and Granary Barn, Park End, Swaffham Bulbeck, Cambridge

Aspirations

The aim of the Aspirations service is to

- provide educational activities for 16-25 year olds with autism
- improve employability prospects for adults with autism
- maintain and enhance independence and life skills

The job

At Red2Green, we have a vision that everyone should be confident in their own ability, be part of a community, enjoy their life, have the best possible access to independence, and, if they desire to, should be able to work. We offer a range of opportunities to support and promote adults with autism and/or learning disabilities in Cambridgeshire to learn new skills, enjoy lots of different leisure activities, make new friends, gain confidence, and prepare themselves for employment where possible. We also work to raise awareness of the potential of people with disabilities to make a positive and valuable contribution to society.

The main purpose of this post is to lead Aspirations, a service for autistic clients, and to support clients and external individuals in the workplace on the autistic spectrum to:

- gain maximum benefit from meaningful activities
- integrate with their peer group and encourage social inclusion
- increase independent living skills
- reach their targets and outcomes in accordance with their Educational Health Care Plan (EHCP) and annual reviews
- feel supported in the workplace in regard to their autism

The Aspirations Manager is a key member of the Red2Green leadership team.

Tasks and responsibilities:

1. Lead the Aspirations Service in a way that reflects the overarching strategy of the organisation via action plans, effective leadership of staff, sound communications and personal example

- Provides leadership and line management to Aspirations staff, including objective setting, performance management and the appraisal process, delegating the process where necessary and ensuring all Red2Green procedures for this are followed
- Responsibility for ensuring that the Aspirations Service is fully staffed by overseeing and approving all holiday leave for the Aspirations Service, overseeing all staff sickness and HR concerns as per Red2Green's policies and procedures

- Supports learners needs and behaviours by overseeing positive behaviour support plans, risk assessments and staff's knowledge of individuals within the Aspirations Service.
- Creates rotas that allow for staff development, personalised client experiences, and for the staff team to undertake their duties .
- Delivers a Service Induction to new staff which enables them to work effectively and meet Red2Green expectations.
- Oversees all financial transactions and decisions for the Aspirations Service (this includes, but is not limited to expenses claims, clients' money and authorising spending and expenses), ensuring value for money.
- Actively participates in the Red2Green Leadership Team, supporting the CEO and other leaders with decision making, attending meetings, and contributing constructively to development plans.
- As Deputy Designated Safeguarding Lead, promotes a safe environment for Red2Green's clients. Ensures that staff in the Aspirations service are appropriately trained and adhere to safeguarding policies.
- Participates in the safer recruitment process for job vacancies across Red2Green, so that Red2Green is a safe environment, all recruitment is fair, and follows our guidelines.
- Leads the safer recruitment process for recruitment within the Aspirations service.
- Organises all reviews for Aspirations clients, and ensures Red2Green is represented by all those organised elsewhere.
- Monitors Aspirations client records (including, but not limited to, CharityLog, AQA, risk assessments, PEEPs and behaviour plans) and to ensure that they contain the relevant information, are kept up-to-date and shared as appropriate.
- Participates in the Health and Safety Team, bringing items of concern to their attention, and contributing to risk assessments and other tasks that need completing.
- Ensures that Red2Green policies are adhered to, including health and safety policies, to ensure Red2Green is a safe place to work.
- Responds to any transport issues that occur within the Aspirations service.
- Supports the referral process, ensuring the wider team are able to respond promptly to referrals, and coordinating all new client placements within Aspirations.
- Completes any other appropriate tasks as delegated by the CEO.

2. Creates and oversees a personalised service for clients that reflects the wider landscape within the county and the sector, with the intention that Red2Green and the Aspirations Service is an industry leader for Autism Services.

- Seeks opportunities to develop the Aspirations service with the aim to providing the highest quality of service to clients. Works with the CEO to develop and deliver autism awareness training to our corporate partners and deliver holistic workplace assessments.
- Prepares and delivers an action plan for the Aspirations service which incorporates service development opportunities and ensures it reflects the national autism strategy, and the local authority's vision for delivering this.
- Attends and contributes to meetings, on behalf of the CEO, relevant to Autism services, disseminates and actions items of relevance to the service, and ensures the CEO is aware of changes affecting the service and Red2Green
- Supports the Fundraising and Marketing Officer with identifying areas for funding with the service, completing monitoring, and advertising the service.

- Attends moving on events with the Options Manager and Fundraising and Marketing Officer to promote services and build relationships
- Educates staff on changes to the wider landscape and engages them in any change process
- Ensures the Aspirations service has clear written procedures that staff follow confidently
- Considers client outcomes when developing the service to maximise attainment

3. Oversees all Education Provision for those at Red2Green with an Education, Health and Care Plan (EHCP)

- Monitors client progression against their EHCP targets throughout the year and that any provision specified is provided
- Oversees Individual Learning Plans, which where appropriate reflects EHCP and care plans in a timely manner, taking into account the learner’s individual aspirations and ambitions
- Ensures the relevant staff within Red2Green understand the EHCP process and know what is expected of them and those they are working with
- Liaises with the Statutory Assessment Team at the Local Authority to coordinate reviews, and ensures reviews are carried out in a timely manner and is the first point of contact at Red2Green about any issues with the EHCP and reviews
- Works with the tutors to complete annual reviews of EHCPs, supporting tutors to take the lead at meetings and complete the relevant paperwork
- Writes relevant reports for professional meetings, gathering information as needed in advance
- Works alongside the CEO to complete any monitoring and other reports needed for the Education Contract

To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Note: This job description is not exhaustive and may be added to or changed to from time to time following discussions and consultation with the post holder and line manager.

| | | | | |
|-----------------------|--|-------|--|--|
| Signed: (employee) | | Date: | | |
| Signed: (manager) | | Date: | | |

Person specification

Job title: Aspirations Manager

Team: Aspirations

| | Essential | Desirable |
|-------------------|--|--|
| Knowledge | <ul style="list-style-type: none"> • An understanding of the needs of autistic individuals • An understanding of different disabilities and the special needs they bring • Knowledge and understanding of Education Health Care Plans • An understanding of safeguarding vulnerable adults • Understanding of and commitment to Equality & Diversity • Qualification for teaching (adults e.g. PTTLS or AET, or QTS) | <ul style="list-style-type: none"> • Knowledge of the wider landscape in learning disabilities • Knowledge of social care policies and the Care Act 2014 • Knowledge and understanding of the Mental Capacity Act 2005 |
| Experience | <ul style="list-style-type: none"> • Experience working with autistic individuals • Experience of working with people with learning disabilities • Experience of leading support staff • Experience of internally reporting safeguarding concerns • Experience progressing learners with individual outcomes • Experience of line management and staff supervision | <ul style="list-style-type: none"> • Experience as a DSL or deputy • Experience providing personal care • Experience of planning and monitoring client progress • Experience of working with volunteers • Experience of Co-production in services |
| Skills | <ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent oral and written communication skills • Able to encourage and support other people • Good record keeping • Able to plan ahead, prioritise, and work to deadlines • Ability to work in a team and independently • Able to use own initiative • Excellent IT skills | |

| | | |
|--------------|---|--|
| | <ul style="list-style-type: none"> • Willingness to try new ideas and make changes to services as required | |
| Other | <ul style="list-style-type: none"> • A flexible approach • DBS disclosure • Car owner with a clean driving licence | |