



**Could you be our
Registered Manager?**



Together

With and without learning disability



L'ARCHE
Ipswich

WELCOME

I am really glad you are considering this opportunity to be a L'Arche Registered Manager.

L'Arche is a worldwide federation of more than 150 Communities, where people with and without learning disabilities share life. In the UK, there are 11 L'Arche Communities, spread across England, Scotland and Wales.

Our core mission is not just to provide excellent social care for people with learning disabilities, but to be a diverse and supportive community as well, where everyone finds their place and lives their life to the full.

Our care and support workers have a key part to play in realising that mission.

So we are looking for people who are good at being part of a team, who will support people with disabilities to gain skills, make choices and lead a fulfilling life. We also want care and support workers who would like to build mutual relationships and friendships with the people with disabilities they are supporting.

This focus on mutual relationships and community makes being a L'Arche care and support worker different to support work you'll find elsewhere. Many of us have found it a deeply fulfilling and often life-changing experience. Together, we want to build a more human society where everyone belongs.

So, if that vision resonates with you, and you can support someone with a learning disability - or would like to learn - we would love to hear from you.

David Hockley

Community Leader

L'Arche Ipswich

Introducing L'Arche

INTRODUCTION

L'Arche is a worldwide movement of people with and without learning disabilities building community together. We aim to be a beacon for our society - of what social care can be, what life with learning disabilities can be, and what a more human society can be.

L'Arche in the UK is a registered charity and a regulated provider of care and support. Our 11 Communities in England, Scotland and Wales offer a varied mix of adult supported living, registered care, and day services.



OUR VISION

L'Arche is here to show that everyone belongs.

We create Communities where people with and without learning disabilities live, share, and grow together.

We build relationships with people in our neighbourhoods.

We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

Who We Are

Do you believe in a world where we all belong?

OUR COMMUNITY

We are a Community of around 50 people, including people with and without learning disabilities, support assistants, volunteers, friends and neighbours, based in the town of Ipswich.

The right candidate will be skilled at forming and maintaining positive relationships with people with learning disabilities and other team members. They will have the patience, enthusiasm and compassion to contribute to the life of a Community which reflects L'Arche's vision and values.

We welcome people of all faiths and none. And we want to help people live rich, full and soulful lives as well as supporting their basic needs.

In L'Arche, we do things together with people with learning disabilities, not for them. We are committed to mutually transforming relationships and a world where all belong.

Will you bring your skills, experience and values to support our vision for a more human society?

DIVERSITY PLEDGE

We actively encourage people with a wide diversity of backgrounds and personal stories to join us. If there are areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn new skills, to provide training and to make adjustments to make this job the right fit for the right person.

We welcome and encourage applications from people of all backgrounds protected by the Equality Act. We encourage candidates who are disabled or from a minority ethnic background.

If you would like to talk anything through before applying, please contact:

Jessica Dumbill
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07827 081494

WANT TO GET TO KNOW US BETTER?

[Our unique approach](http://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](http://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	Registered Manager (Support & Care Coordinator)
Hours:	37.5 hours
Salary:	£38,870.89 per annum
Location:	L'Arche Ipswich
Reports to:	Community Leader/Director, L'Arche Ipswich
Contract type:	Permanent, Full-time

ABOUT THIS ROLE

We are looking for a passionate, caring and proactive Registered Manager who will be responsible for the day-to-day management of a high-quality, person-centred care and support service for adults with learning disabilities.

The right candidate will be skilled at forming and maintaining positive relationships with people with learning disabilities and other team members. They will have the patience, enthusiasm and compassion to contribute to the life of a Community which reflects L'Arche's vision and values.

As the Registered Manager with the CQC registration, you will be responsible for developing and delivering high-quality support through being a visible presence throughout the Community.

You will lead a supportive team of two House Leaders, working across two locations, and will support the Community Leader in enabling the Community to grow and flourish.

You will ensure our care and support is not only consistent with CQC requirements but also with the values of L'Arche.

A strong commitment to these values, building community and the ability to inspire others in the endeavour is essential.



Key Responsibilities

LEADERSHIP AND MANAGEMENT

You will:

- Line manage House Leaders, providing regular supervision and appraisal to ensure that excellent standards of care are maintained across the service.
- Ensure support levels are met, with effective staff deployment.
- Lead on quality improvement and assurance through monitoring and auditing the quality of service provision, supporting House Leaders to improve delivery of support through improvement plans, coaching, mentoring and observation.
- Ensure all L'Arche policies and procedures, and individual plans and guidelines are implemented.
- Develop and sustain effective relationships with professionals, families, Welfare and Financial Guardians, family members and other important people in the core member's life.
- Participate in the on-call rota as required
- Take responsibility for your own training and development, taking the initiative to ensure you meet the CQC registration requirements and role modelling reflective practice to the people you line manage.

OUTCOME BASED SUPPORT

You will:

- Provide oversight to enable each person with a learning disability to feel at home, encouraging both individuality and belonging, to encourage their growth, new skills and wellbeing.
- Foster an attitude of respect that encourages autonomy, maximises independence and choice, and ensures outcomes are set, monitored, and achieved.
- Ensure each person with a learning disability has a person-centred outcome-focused Support Plan and risk assessment which is implemented, regularly reviewed and updated.
- Promote Active Support and Positive Behavioural Support practice within the Community.



REGULATORY AND LEGAL

You will:

- Be a Registered Manager with CQC, working closely with the L'Arche UK Quality Manager.
- Hold responsibility for sustaining L'Arche Ipswich readiness for inspection.
- Ensure the codes of practice are adhered to by all team members.
- Lead on issues relating to safeguarding within the registration.
- Provide such information and data on services and delivery, as required by the Community Leader, Nominated Individual, or L'Arche National Board
- Oversee, investigate and monitor incident reporting in the provision.
- Ensure the team and provision comply with all aspects of Health & Safety matters.
- Participate in ensuring that L'Arche meets its obligations as a landlord to Core Members and our HMO requirements.
- Ensure all care and support is delivered in line with the Health and Social Care Standards

FINANCIAL MANAGEMENT

You will:

- Participate in the annual budget-setting process with the Community Leader, to ensure that each service has a realistic achievable budget
- Monitor monthly income and expenditure figures and act to rectify any deficits which emerge, in consultation with the Community Leader.
- Ensure evidenced systems are in place for the administration and management of the personal finances of the people with learning disabilities

DEVELOPING AND MAINTAINING VALUES

You will:

- Support the House Leaders and assistants to create a place where people with a learning disability and assistants feel valued and can contribute
- Attend and actively participate in L'Arche Ipswich events where possible and lead on the fostering of community within this provision.
- Ensure celebrations of events, birthdays, and anniversaries are well facilitated in line with L'Arche ethos of community living and support for spirituality.

Person Specification

ESSENTIAL CRITERIA

You will have:

- At least a level 3 Health and Safety care qualification.
- Capability to complete a level 5 qualification in leadership/management in Social Care.
- Knowledge and experience in social care or supported living is a key requirement for this role, but we're also looking for someone with a commitment to our values and the ability to inspire others.
- Demonstrable experience of a minimum of 2 years of management experience in social care, including supervisory experience in health and social care.
- Experience of managing or being involved with CQC inspections in a social care environment.
- Knowledge of current care and support legislation and good practice, including adult protection and capacity issues.
- Experience in leading and working with teams to provide high-quality support and care to people with learning disabilities.
- Ability to manage the performance and development of others: to be able to assess, give feedback, manage conflict and make evaluative judgements about the performance of staff and volunteers.
- Ability to work effectively with others and build positive relationships with colleagues, excellent organisational skills, ability to prioritise and delegate tasks.

DESIRABLE CRITERIA

- Experience of negotiation, developing support packages, working in partnership with commissioning and funding bodies.
- Ability to work effectively with others: can build positive relationships with colleagues, excellent organisational skills, and ability to prioritise and delegate.
- Emotional intelligence, including the personal qualities of compassion, courage, integrity and humility; ability to acknowledge personal limits, a commitment to personal mentoring and a willingness to ask for help.
- Experience of budget management.
- Hold a driving licence (1+ years experience)

TERMS AND CONDITIONS

- Permanent
- 37.5 hours per week (normally Monday-Friday, including mornings and evenings, with some weekend work for which time off in lieu is given)
- The package includes a pension scheme and 28 days' leave including bank holidays in the first year, rising to 33 days' leave including bank holidays from year two
- Appointment is subject to satisfactory references and DBS/PVG check



Our Benefits

As well as joining a friendly Community, where you will be well supervised and supported, and benefit from L'Arche's mentorship programme, these are some other benefits you get by working for us:

- Joining shared meals since cooking and having a meal together is what we are all about
- Achieve professional qualifications while benefiting from exceptional training and development opportunities
- Enhanced Maternity, Adoption/Surrogacy, Paternity Pay (depending on length of service, details available on request)
- Enhanced sick pay
- Interest free loans and salary advances available
- Free eye tests and a contribution towards the cost of glasses if you need them for work
- Free DBS / PVG checks
- Free SSSC registration
- Access to purchase a Blue Light Card
- Professional membership fees paid if they are directly relevant to your role
- Free Employee Assistance Programme available to everyone
- Up to 5 days paid compassionate leave
- Up to 6 days paid (pro rata) for time off for emergency dependents leave
- Carer and Childminder costs available in some circumstances to facilitate attendance at residential meetings
- Paid mileage costs at HMRC rate
- Working from Home Allowance for those in office-based roles but for whom no office is provided
- Specialist bereavement counselling for employees and their family members
- Life Assurance
- Access to the Bike to Work scheme

