

SERVICE MANAGER (1 YEAR CONTRACT)

Location : Based at Wandsworth Day Opps -
Church Lane.

**Reporting to: Onye Ogueri - Head of Community
Support Services.**

Working hours: 36 hours a week

The Role

The Community Support Services Team are looking for a Service Manger to lead our Wandsworth Day Centre.

We are looking for someone who is able to motivate people, be flexible, be IT savvy, creative, innovative and have CQC regulatory knowledge.

Key Responsibilities

- To support the Head of Community Support Services with the general oversight, leadership and development of our Wandsworth Service offer.
- Managing the capacity and delivery or resources that underpin the independence, ability and knowledge of those using our services, their families and carers.
- Driving the business development, leadership and accountability for the Wandsworth operations and the multi-disciplinary team within it.
- To ensure compliance with our contractual obligations under the borough Framework, all legal responsibilities under the care act, mental capacity act and other relevant legislation pertaining to the care of vulnerable adults
- To uphold and model good practice and the charity's values in all areas of social care with staff team, leading by example, setting standards, and providing supervision to staff, focusing on achieving high quality care for service-users.

Working expectations

- The working day is usually between 9-4pm Monday to Friday and be on call for the service when needed.
- Flexibility on start time due to service needs.
- Attendance at training. Additional Management training will be provided, including supervision, communication and eventually an NVQ Level 5 in Leadership and Management in adult social care.

Experience and Skills Required

- Ability to empower both our staff team and service users.
- Patience and understanding.
- Excellent IT and organisational skills and willingness to learn our electronic systems.

**To apply please send your CV and a cover letter to
Onye.Ogueri@balancesupport.org.uk by 24/01/2025
Full job description attached to this email.**

