



Could you be our Workshop Manager?



Who We Are

Do you believe in a world where we all belong?

OUR COMMUNITY

L'Arche Highland is a Community of around 132 people, including folk with and without learning disabilities, Support Assistants, volunteers, friends and neighbours, based in Inverness. We are part of a global network of communities where people with and without learning disabilities live and share in life together, working for a world where we all belong. We have a workshop and four large shared houses. We also support people to live in their own properties.

We provide supported living opportunities in one of our four shared houses, keeping that original community spirit, or to folk in their own homes, depending upon preference and need. This support ranges from 24/7 one-to-one support to 40 hours per week. We also a dynamic workshop that serves 50 people per week to experience meaningful work that is not merely occupational. You will lead a team of workshop leaders and assistants to offer a productive, authentic work experience for attendees.

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:

Chris Gehrke
chris.gehrke@larche.org.uk
or call 01463-239615



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:	Workshop Manager
Hours:	37.5 hours per week Monday to Friday. Occasional evening and weekend work for which time off in lieu is available
Salary:	£30,890.08-£32,273.28 (Band E)
Location:	L'Arche Highland Workshops, Inverness
Reports to:	Community Leader / Director
Contract type:	Full time, permanent

ABOUT THIS ROLE

As Workshop Manager you are the operational lead of our dynamic workshop provision. The workshops offer a structured employment and learning experience via candle, woodwork, garden and lifeskills workshops. We currently serve 50 people per week to experience meaningful work that is not merely occupational. The workshops promote independence, social integration, healthy living and lifelong learning and seek to reduce isolation with a therapeutic benefit. We aspire to help people with learning disabilities work towards individual outcomes as part of a team.

You will also be the Registered Manager for L'Arche Highland's Workshop, Registered with the Care Inspectorate.

You will ensure that our support and care is not only consistent with Care Inspectorate and SSSC requirements but also with the values of L'Arche. A strong commitment to these values and the ability to inspire others is essential.



Key Responsibilities

REGULATORY AND LEGAL

- Registered Manager with Care Inspectorate, working closely with the L'Arche UK Quality Manager.
- Hold responsibility for sustaining L'Arche Highland's readiness for inspections through continuous improvement, submitting notifications, maintaining records to meet Care Inspectorate, SSSC, local authority or any other legal requirements.
- Lead on issues relating to Adult Support & Protection within the registration.
- Provide such information and data on services, as required by the Community Leader, Nominated Individual, or L'Arche National Board, inclusive of a monthly Support and Care Quality Assurance Report, to be sent to the Care Policy and Quality Manager.
- Oversee, investigate and monitor incident reporting in the workshops, or the Community, as required.
- Ensure the team and provision complies with all aspects of Health & Safety matters.

LEADERSHIP AND MANAGEMENT

- Lead, manage and value the team of Workshop Leaders and Assistants ensuring they work effectively and collaboratively in the support of the Community and its members with a learning disability
- Ongoing support and development of Workshop Leaders and Assistants through supervision and appraisal and a framework of continuous learning with a view to empowering and developing them in their practice.
- Monitor and audit the quality of service provision, supporting Workshop Leaders to devise, improve and implement Workshop and outreach delivery
- Contribute to and lead projects to improve L'Arche's systems, policies, procedures and reporting mechanisms to ensure high quality service provision and management
- Ensure L'Arche Highland is responsive and that it is a place where feedback is sought and responded to constructively.
- To provide cover for absences of Workshop Leaders where required.
- Serve on the Tier 2 On-call rota along with the Community Leader and Registered Manager of the Housing Support/Care at Home provision.
- At times deputise for the Community Leader, playing an active and positive role in the L'Arche senior leadership team, helping to foster a mutually supportive and confident environment.

IDENTITY AND VALUES

- Alongside others, help sustain and develop L'Arche Highland's identity as an open Community of people with and without learning disabilities
- Support the Workshops Leaders and assistants to create a place where people with a learning disability and assistants feel valued and can contribute
- Attend L'Arche Highland Community events where possible.
- Leadership of events and gatherings

OUTCOME BASED SUPPORT

- 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
- Assess and carefully select suitable and appropriate participants for the provision.
- 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 support plan which is reviewed, implemented and updated in accordance with policy.
- Liaise and work in partnership with all appropriate allied health care professionals
- To be a champion and exemplar of various communication approaches such as Makaton, BSL, Talking Mats, PECS etc
- Supporting and leading on key life transitions including assessments, welcoming new people, developing support plans and moving on.
- Develop the workshop's retail presence and manage the shop. The retail experience will be innovative, focus on quality and creativity.

FINANCE AND POLICY

- 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 adverse variations that emerge, in consultation with the Community Leader.
- Ensure the best use of resources and that the provision operates at optimal capacity.
- Work collaboratively with L'Arche in the UK to develop and agree UK-wide policies and ensure they are implemented
- Keep up to date with support and care developments and approaching changes, and advise the Community Leader on implications and necessary action.

MEETINGS, TRAINING & FORMATION

- Lead the meetings for workshop and outreach staff as well as attending the Operations Meeting.
- Attend formation and training courses relevant to this role as agreed with the Community Leader
- Travel to and attend the L'Arche UK good practice fora as required.
- To occasionally deliver in-house training in accordance to the postholder's qualifications and skills possessed and the needs of the Community.
- Attend any other L'Arche UK meetings relevant to this role as requested by the Community Leader, including occasional residential events

ANNUAL LEAVE

- Annual leave will be taken mainly when the Workshops are closed (broadly aligned with school holidays).

Person Specification

ESSENTIAL CRITERIA

- SVQ3 health and social care qualification or equivalent, and PDA supervisors award . Consideration also given to persons with substantial, relevant experience (10 years+) without these qualifications.
- Understanding of the values, practice and identity and mission of L'Arche.
- Knowledge of person centred thinking and approaches.
- Knowledge of current care and support legislation and good practice, including Adult protection and capacity issues.
- Knowledge and practical of Augmentative and Alternative Communication such as Makaton, BSL, Talking Mats, PECS etc.
- Knowledge of Care Inspectorate and SSSC standards for each of the services provided.
- Minimum of 2 years management experience in social care including supervisory experience in health and social care.
- Experience of working with people in the social care sector or education sector, in the learning disability field.
- Experience of leading and working with teams to provide high quality support and care to people with learning disabilities.
- Ability to take ownership and responsibility: keep up to date with Care Inspectorate, HSE, SSSC and other statutory requirements and best practice in the sector.
- Ability to plan and make decisions: can analyse problems and develop strategic approaches to enable solutions.
- Ability to work effectively with others: can build positive relationships with colleagues, excellent organisational skills, ability to prioritise and delegate.
- Ability to communicate effectively: excellent written communication and verbal communication skills, including the ability to facilitate communication with people with learning disabilities.
- Ability to be service user focused: to think and act in person-centred ways with a desire to empower others.
- Ability to manage change: to be able to deal with pressure and manage change.
- Ability to lead others: to be able to motivate employees and volunteers, and convey authority.

ESSENTIAL CRITERIA CONTINUED

- Ability to manage the performance and develop others: to be able to assess, give feedback, manage conflict and make evaluative judgments about the performance of staff and volunteers.
- Ability to meet the requirements of the Care Inspectorate and SSSC to act as Registered Manager.
- Competent administrator and IT literate in Microsoft Office.
- Supportive and enthusiastic about working with an organisation which is both a high quality service provider and an inclusive community with a Christian ethos and open to all who share L'Arche's values and mission.
- Engaging and encouraging manner when talking to people with learning disabilities and employees.
- Confident and competent working in a buzzy atmosphere with competing priorities and noise.
- A clear disclosure on the PVG record check, and ongoing SSSC registration status.
- To be based in the L'Arche Highland workshops.

DESIRABLE CRITERIA

- SVQ4/SCQF Level 10 LMC qualification or equivalent; and SVQ4/SCQF Level 9 care qualification or equivalent. If not in possession the capacity and commitment required to achieve both within SSSC timescales.
- Experience of negotiation, developing support packages working in partnership with commissioning and funding bodies.
- Experience of budget management.
- Full driving licence and access to a vehicle.



Our Vision and Values

L'Arche has a **Charter** and an **Identity and Mission Statement**, saying what we are across 37 countries worldwide. In the UK, we wanted to say something more specific too about what we want for L'Arche here and now .

The final wording below was co-produced by a group of L'Arche leaders based on listening to feedback and suggestions they received from people with and without disabilities across L'Arche.

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.

To find out more about the co-production process, view our **"Easy Watch"** version, and read our **Charter and Identity and Mission statements**, use the links below.

Charter

bit.ly/larche_charter_EN



Mission and Identity

bit.ly/mission_and_identity



Easy Watch

bit.ly/vision_and_values

