

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Service Manager – Employability Services(Maternity Cover)  | The postholder will work across the Western HSCT area but can choose to be based in The Cedar Foundation, Fermanagh House, Broadmeadow Place, Enniskillen BT74 7HR **OR**The Cedar Foundation, Balliniska Business ParkSpringtown Drive, Derry, Co Londonderry BT48 0NAThe postholder will be able to avail of the Cedar Foundation’s agile working practices |
| **Accountable To** |
| Head of Employability Services. |
| **The Service** |
| The Cedar Foundation delivers a range of employability and skills services which support individuals with disabilities at different stages in their employment journeys ranging from transitions and skills development to finding and sustaining employment. These include:* **Inclusion Works:** supports disabled people in developing the skills to work, learn, and engage in the community, enhancing their health and wellbeing.
* **SkillSET:** supports individuals in identifying and securing employment by offering specialised pre-employment training and mentoring that enhance skills and lead to sustainable employment.
* **Workable (NI):** assists individuals with a disability or other health conditions who want to progress into or stay in employment.
* **Youthscape PLUS**: in which Cedar provides a specialist service to South West college and its co-delivery partners to enhance the support required by participants with autism.
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| **Purpose of the Job** |
| The Service Manager is responsible for the overall management, monitoring and front-line delivery of the services in the Western HSCT areas, working in line with quality assurance standards to ensure the services achieve their key objectives. The Service Manager will promote the inclusion of people with disabilities, autism and brain injury to enable them to achieve sustainable employability and inclusion outcomes. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| Starting on £37,035 per annum, pro rata. | 37 hours per week.Monday - Friday |
| Closing Date | Length of Contract |
| **Tuesday, 6th May 2025 at 10:00 am**  | Maternity Cover (July 2025 - June 2026) |

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| **Our Benefits** |
| * Starting on 23 days annual leave pro rata plus Cedar recognises 12 statutory days.
* Cedar offers an enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer contribution.
* Occupational Sick Pay Scheme.
* Investor in People Platinum accredited organisation with commitment to development of the staff team through training and learning opportunities.
* Staff recognition & reward incentives aligned to high standards of performance.
* Cycle to work scheme.
* Health Cashback Scheme.
* Special offers at over 600 leading high street and online retailers.
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **CUSTOMER*** Deliver a customer focused, professional services, living Cedar values in all that you do.
* Coordinate the implementation of the Employability Services in the geographical area.
* Act as referral agent point of contact with responsibility for meeting output/occupancy targets.
* Take responsibility for quality assuring entry criteria is met and evidenced.
* To manage and develop a highly motivated competent staff team to deliver services, supporting and coaching them to achieve their full potential.
* To provide disability specialist caseload mentoring and support to service delivery team to ensure achievement of service outcomes.
* To provide support and quality assurance of person-centred Action Plans/Risk Assessments for participants.
* To manage, record and report any incident or safeguarding concerns, ensuring compliance with Cedar’s Quality Management System.

**FINANCIAL*** Monitor and record performance of the service against targets.
* Work towards full occupancy to meet compliance with funders in conjunction with referral agents.
* Work with current financial administration systems of the Cedar Foundation.
* To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency saving measures.

**INTERNAL PROCESSES*** Work within the quality assurance systems within Cedar (ISO Quality Management System).
* To meet Cedar Quality Standards and participate in preparation and facilitation of internal and external audits.
* Ensure adherence to all health & safety and risk management processes.
* Regular monitoring and review jointly with service users and referral agents.

**ORGANISATIONAL CAPACITY** * To undertake the Cedar Foundation mandatory induction training and to attend training as identified through the training and development plan.
* To engage positively in team meetings, supervision and appraisal processes.
* To work collaboratively with the HR team to support the efficient and effective recruitment and selection of staff.
* To participate in improvement activity within the organisation.
* To promote a positive image of the organisation to the wider community.

**GENERAL*** To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, data protection, IT security policy, standards of attendance, appearance and behaviour.
* To participate in marketing and promotional activities to raise the profile of Cedar Services.
* Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*Reserve List Candidates who are not successful at interview, but have met the minimum required standard for the post will be retained on a Reserve List for a period of no longer than 6 months for a similar post.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

**Please Note – At present The Cedar Foundation does not offer sponsorship.**

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | * RQF level 6 (e.g. Bachelor’s Degree) or equivalent level professional qualification.

AND* Minimum of 3 years’ paid experience in the project management of services for people with disability or other vulnerable groups.

**OR*** Minimum RQF 5 or equivalent.

AND* Minimum of 5 paid years’ experience as above.
 | Application/interview |
| 2. | Leadership and management skills with the ability to lead a team and work as part of a team.  | Application/interview |
| 3. | Detailed knowledge of Employability & Skills services and the ability to develop new ideas and initiatives to promote sustainable employability and inclusion outcomes. | Application/interview |
| 4. | Excellent communication skills both verbal and written, relationship building, negotiation and interpersonal skills to communicate with various stakeholders and service users. | Application/interview |
| 5. | Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook. | Application/interview |

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| **Desirable Criteria** |
| **Criteria** | **Assessment** |
| 1. | Qualification in Health & Social Care, Social Sciences, Education, Training & Employment or Community Work. | Application/interview |
| 2. | Experience & understanding of the barriers in relation to disability.  | Application/interview |
| 3. | Experience of interagency working. | Application/interview |

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| **Values Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5.  | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Role Competency** |
| **Criteria** | **Assessment** |
| 1.  | The ability to build rapport and relate well to motivate, coach and mentor staff | Application form / interview |
| 2. | Demonstrable experience in developing and facilitating work with young people across a wide age range | Application form / interview |
| 3. | Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results across whole service delivery | Application form / interview |
| 4. | Resilient, self-motivated and able to work to multiple deadlines, remaining calm under pressure | Application form / interview |
| 5.  | Demonstratable knowledge, understanding and application of risk assessment, health & safety, safeguarding | Application form / interview |
| 6. | Demonstrate innovation and creativity to develop new ideas and initiatives to support the development of the Project and the ability to implement and evaluate these activities  | Application form / interview |

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| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The Right to Work in the UK. | Provide original Right to Work documentation. |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of referees in the application form and contact the referees to inform them that they will be contacted by us. |
| 3.  | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Health Declaration, if appropriate you may be referred for an Occupational Health Assessment. |
| 4.  | Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. Valid driver licence, business insurance & MOT certificate as relevant. Checked prior to appointment. ***This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.***  | Provide a valid diving licence (both parts) and evidence of insurance that covers business use. |
| 5. | Enhanced Access NI check. | Apply for an Access NI check online, when requested.  |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER.**