

Generic Responsibilities:

- Provide a consistent and professional service which supports the delivery of the business objectives
- To promote the Burton Street Foundation ethos and ensure that it becomes embedded into core business
- Promote and support the growth of Learning Disabilities Services at the Burton Street Foundation and in offsite locations
- To ensure compliance with Health and Safety procedures, the Medication policy etc
- To contribute ideas and suggestions to enhance service delivery and client experience
- To attend Senior Managers and Trustee meetings when required and all Managers meetings
- To ensure the cascading of relevant information throughout the organisation
- To maintain confidentiality at all times
- To ensure that all relevant paperwork is completed accurately and in a timely manner
- To fully investigate variations to budgeted performance, whether positive or negative and provide explanations of variances
- To ensure that all emails and external communications are completed accurately, professionally and in a timely manner
- To identify training needs for departmental staff and ensure planned training is delivered to departmental staff
- To organise programme of social events and client holidays for our LD clients to enjoy in association with Senior and LD managers

Role Specific Responsibilities:

- Responsibility for quality and compliance across our day activities in Sheffield
- Responsible for collating all paperwork in relation to absence management, annual leave and payroll information
- Responsible for dealing with minor disciplinary issues and minor breaches to the Burton Street Foundations code of conduct
- To attend client reviews when needed
- Manage the quality control and local authority compliance
- Monitor compliance with mandatory training requirements
- Help coordinate and manage referrals for both children and adults into the Service, as well as providing clear guidance and support to referrers, families, and professionals
- Ensure that all services offered meet or exceed the requirements of the people supported, local authorities' commissioners and the relevant Inspectorates
- Ensure that you maintain up to date knowledge and an excellent understanding of adult/children social care requirements and care standards

- To provide leadership for the organisation as a member of the Senior Management Team, developing and promoting the Burton Street Foundation's strategy, services and culture in line with the Burton Street Foundation's ethos
- To assist the Senior Manager and the Managing Director in developing and implementing a business plan for the Burton Street Foundation's Learning Disabilities Services to deliver the organisation's strategy
- To ensure full compliance across Learning Disabilities Services with the Burton Street Foundation's safeguarding standards, ensuring that all services operate within the procedures for the relevant Local Safeguarding Board and the Burton Street Foundation's own policies and procedures
- To investigate safeguarding concerns, incidents and accidents and report findings to Senior Managers without delay
- Provide leadership and management for direct reports who are responsible for the delivery of Learning Disabilities Services, ensuring effective decisions are made, services are managed in accordance with local operating procedures and continuous improvement and innovation is encouraged
- To build the Burton Street Foundation's profile, influence and sector knowledge through establishing and sustaining collaborative relationships across the public, private and the voluntary sector
- To develop, design and implement service delivery
- To help to grow the Burton Street Foundation's portfolio of services by ensuring opportunities are identified to secure new work and engaging with tender and bid development processes. You will maintain awareness of potential risks/organisational liabilities of new work and ensure the Burton Street Foundation is appropriately safeguarded
- To develop a working knowledge of all departments you are responsible for ensuring that you have a full understanding of all roles and responsibilities
- To ensure compliance with legal, regulatory, ethical and social requirements, ensuring an effective organisational approach to health and safety, effectively mitigating risks, and that the promotion of equality of opportunity, diversity and inclusion within the Burton Street Foundation's policies and procedures, is fully adhered to across Learning Disabilities Services
- To conduct performance review meetings with departmental staff in accordance with the Performance Review policy
- To liaise with the Managing Director and Finance Manager to prepare the departmental budget for the year ahead
- To assist Senior Manager in delivering and communicating any changes to the service to the relevant staff
- Identify potential risks and carry out appropriate risk assessments

General Responsibilities:

- Provide cover for colleagues as required
- Be flexible in your approach to work

- Ensure you adhere to the Burton Street Foundation's policies and procedures and adhere to OFSTED and/or other relevant agencies where appropriate
- The above list is not exhaustive and, as such, it is expected that the post holder will be responsible for related issues commensurate to the level of the role