

Date as postmark

Dear Applicant

Deputy Head of Care

Thank you for your interest in the above position. Please find enclosed: -

- Job Description
- Person Specification
- Basic Terms of Employment
- Equal Opportunities Monitoring Form
- Your Application and our Recruitment Process
- Application Form

Please read these papers carefully before you complete the application form, as short-listing will be based on the information you provide. Please do not submit a CV as a substitute for completing the application form.

We welcome applications from all sections of the community and have an Equality, Diversity & Inclusion Policy.

If you require the advert or application pack in any other format, please contact us.

As users of the disability confident scheme, we guarantee to consider all disabled applicants who meet the minimum criteria for vacancies.

Please return your completed application form to the address below.

Yours faithfully



Carol Rodmell
Deputy Chief Executive

Enc

Age UK Calderdale & Kirklees

4-6 Square
Woolshops
Halifax
HX1 1RJ

t 01422 252 040
e enquiry@ageukck.org.uk
www.ageuk.org.uk/calderdaleandkirklees

QualityHealth



Age UK Calderdale & Kirklees Job Description

POST:	Deputy Head of Care
SALARY:	£27,319.50
HOURS:	37.5
LOCATION:	Calderdale & Kirklees
ACCOUNTABLE TO:	Head of Care/ Deputy CEO
RESPONSIBLE FOR:	Development and running of Wellbeing Centres and Footcare services, Management of staff and volunteers.

AGE UK PRINCIPLES:

The most valuable asset to Age UK Calderdale & Kirklees is the people involved with the charity. Our approach to recruitment and selection of employees reflects the importance of people to us, the values and the organisation of the charity including:

- To be client centred.
- Deliver services with compassion.
- Value staff and volunteers.
- Be inclusive and embrace equality and diversity.
- Develop trust in our services.
- Everybody working together to achieve the same objectives.

As a Disability Confident Employer, we are committed to attracting and recruiting people with a disability. Through the Disability Confident scheme, we are challenging attitudes towards disability, increasing understanding of disability, removing barriers to disabled people and those with long term conditions so that all can reach their full potential and realise their aspirations.

ORGANISATIONAL EXPECTATIONS:

Age UK Calderdale & Kirklees works in a variety of roles, many of which are based in differing geographical areas of our region.

In order that we can be most effective in the provision and delivery of services and projects to the older people of Calderdale & Kirklees you will need to work as part of a

team. You will contribute to and share in the work of the organisation while maintaining an awareness of the political and social environment in which we work.

You will be expected to develop good working relationships with other Age UK Calderdale & Kirklees' staff and relevant external organisations, as appropriate to your role.

You will adhere to all roles and responsibilities in line with Age UK Calderdale & Kirklees' policies and procedures and all legislative requirements.

You will be expected to undertake any other activity requested by your Line Manager(s) that is appropriate to the experience and level of responsibility of the post holder, and to promote the work of Age UK Calderdale & Kirklees whenever possible.

OUTLINE OF POST:

- Lead and develop our Wellbeing Centres and Footcare services, both in our centres and in the community in a person-centred way.
- Manage and supervise staff and volunteers based at and from our "Hubs".
- To lead, train and maintain our service standards in line with, and as required by, CQC and all other quality standards.
- To possess or work towards gaining NVQ Level 5 in Health & Social Care.
- To support and ensure all staff and volunteers meet required training and performance standards.
- Ensure that the services and premises are maintained to meet all health and safety standards, all operational standards and legal requirements.
- To work with partners, funders and other statutory bodies to promote and develop the work of Age UK Calderdale & Kirklees.
- To work with other senior staff at Age UK Calderdale & Kirklees to support the organisation.

MAIN TASKS:

- The post holder will be expected to work to the Standards set out by Age UK Calderdale & Kirklees
- The post holder will be expected to be aware of current Health and Safety and Safeguarding regulations, and to be responsible for reporting issues of concern to the Executive Team.
- The post holder will be willing to undertake personal care tasks for clients when necessary.
- The post holder will be expected to drive our adapted minibus, or to provide escort duties, as and when necessary following appropriate training.
- The post holder will be expected to undertake appropriate training to NVQ Level 5 Health & Social Care, together with any other identified relevant training opportunities when available.
- The post holder will be expected to recruit, induct and train staff and volunteers.
- The post holder will be available for overtime when the need arises.

- The post holder will be expected to write reports, complete monitoring and complete care plans.
- The post holder will carry out Service Audits, Risk Assessment.

**Age UK Calderdale & Kirklees
Person Specification
Deputy Head of Care**

Skills/Attributes/Abilities	Essential	Desirable
Computer skills	✓	
Good basic education	✓	
Moving and Handling People training.		✓
An understanding of the needs of older people	✓	
Awareness of discriminatory practices e.g. equal opportunities and confidentiality issues	✓	
Previous experience in a caring role or of the voluntary sector	✓	
Experience of Managing staff	✓	
Ability to show empathy and be perceptive and responsive to clients' needs	✓	
Reliable and trustworthy	✓	
Physically fit and capable of manually assisting clients	✓	
Flexible approach and a willingness to work in other services which may include weekends.	✓	
Excellent relevant communication skills (verbal & written). Able to relate to different groups/individuals	✓	
Ability to complete written reports and monitoring	✓	
Willingness to attend to the personal care needs of clients	✓	
Ability to work as part of a team	✓	
Capable of acting on own initiative	✓	
An understanding of the need for reassurance of passengers and the importance of tranquil journeys	✓	
An understanding of safeguarding issues.	✓	
Knowledge of Health & Safety at Work Act, and possession of Food Hygiene Certificate	✓	
NVQ in Care or willing to gain NVQ Level 5 in Health & Social Care.	✓	
A full, current, driving licence with a D1 addition	✓	
Experience of driving a minibus		✓