

# Day Opportunities Manager



Department: Support

## Our Organisation

Ferring Country Centre is a charity providing support to people with learning disabilities. Having started in 1986 with 12 beneficiaries we have expanded over the years and now provide services to around 130 beneficiaries each week.

Our organisational mission is:

*"To support people with learning disabilities to grow their independence, connect with others and create a good life."*

In addition to our Day Service our Garden Centre, Ranger's Café, Gift Shop, Dales Farm, and Riding School are open to the general public, seven days per week. This allows everyone to share our beautiful site and excellent facilities and allow those we support the opportunity to develop social and customer service skills in a safe and supported environment.

## Line Management

Accountable to the Head of Support.

## Purpose of Role

The Day Opportunities Manager will work as part of a team to deliver day opportunities to adults with learning disabilities.

Reporting to the Head of Support, the post holder will ensure that activities are carried out in a safe, legally/contractually compliant and person-centred way.

Supported by a Data Coordinator, the Day Opportunities Manager will ensure that all customer focused documents are accurate and up-to-date.

The post holder will lead Support staff, representing the values of the organisation and modelling good practice. They will work with the Senior Leadership Team, contributing to strategic and policy decisions.

## Key Responsibilities

- Responsibility for the management and delivery of all day opportunities in a safe, effective and engaging manner.
- Leadership and supervision of Support staff, including effective maintenance of relevant staff records.
- The management of staff performance, including sickness, grievance and disciplinary processes.
- The management of staff development, including statutory and vocational training.
- Supported by the Data Coordinator, management and completion of customer records, including the StoriiCare support planning system, risk assessments and reviews.
- The delivery and oversight of the administration of medication, ensuring legal compliance and best practice.
- Working with the Head of Support to ensure that services are delivered in a financially responsible way, running to budget.
- Representing the organisation in both internal and external meetings/forums.
- To understand, as a member of the Leadership Team, the organisational financial position.
- To support the Senior Leadership Team to promote and embed FCC's values and standards, ensuring adherence to organisational policy and procedure.
- Any other duties reasonably required by the organisation.

## Key Information

Hours: 37.5 per week  
Shifts: Monday – Friday 8:00-16:30  
Salary: Band 5  
Contract: Permanent, subject to 6-month probation  
DBS: Subject to an enhanced DBS check

## Contact Information

☎ Telephone: 01903 245078  
✉ Email: [Katie.simmons@ferringcountrycentre.org](mailto:Katie.simmons@ferringcountrycentre.org)  
🌐 Website: [www.ferringcountrycentre.org](http://www.ferringcountrycentre.org)

## A Charity Supporting People with Learning Disabilities

Patron | Georgina, Duchess of Norfolk

Tel : 01903 245078 | Website [www.ferringcountrycentre.org](http://www.ferringcountrycentre.org)

Registered charity no. 297286 | Company limited by guarantee in England no. 02086358



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## Person Specification

| Qualifications                                                                                                 | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Relevant qualification such as QCF Diploma Level 5 in Leadership Health & Social Care or equivalent experience | Y         |           |
| Good general level of education, including intermediate reading and writing skills                             | Y         |           |
| Commitment to undertake further training as required                                                           | Y         |           |
| Holds full driving licence                                                                                     |           | Y         |

| Experience                                                              | Essential | Desirable |
|-------------------------------------------------------------------------|-----------|-----------|
| Management experience                                                   | Y         |           |
| Experience of working with people with learning disabilities            |           | Y         |
| Experience of working in a role that requires planning and organisation | Y         |           |
| Experience of working independently in a role                           | Y         |           |

| Knowledge and Skills                                                     | Essential | Desirable |
|--------------------------------------------------------------------------|-----------|-----------|
| High standard of interpersonal, written and verbal communication         | Y         |           |
| Intermediate level IT skills (Microsoft Office)                          | Y         |           |
| Excellent time management, ability to problem solve and prioritise tasks | Y         |           |
| Ability to effectively lead and motivate a team                          | Y         |           |
| Ability to build effective working relationships                         | Y         |           |

| Personal Attributes                       | Essential | Desirable |
|-------------------------------------------|-----------|-----------|
| Flexible, enthusiastic and committed      | Y         |           |
| Self-motivated and resourceful            | Y         |           |
| Respectful and understanding of diversity | Y         |           |
| Calm and resilient                        | Y         |           |

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