



JOB DESCRIPTION DEPUTY MANAGER

About us:

History of Parkside

Parkside is a registered charity based in Aldershot that provides support services for children and adults with learning disabilities living in the local area, covering both Hampshire and Surrey. It was founded in 1963 by a group of parents who realised that the support for families who had children with special needs was limited

Parkside's Aim

Parkside's aim as a charity is to give both children and adults the opportunity to develop their individual skills and take part in activities within the local community. Needs can vary from requiring support to socialise with friends, to participating in leisure activities, meeting new people, developing life skills, and providing respite for other family members. By reaching out into the community, Parkside aims to develop and strengthen its links with local people and organisations, creating opportunities for everyone to be involved and included.

JOB TITLE:

DEPUTY MANAGER

RESPONSIBLE TO:

SUPPORT SERVICES MANAGER

PURPOSE OF THE JOB:

To support service users both children and adults to access a range of clubs and groups designed to offer social and leisure opportunities and promote independence and inclusion in the community. To manage and promote a team ethic within the organisation.

MAIN AREAS OF WORK:

The work will be to manage 1:1 support in the community in addition to the running of several clubs and groups both on and offsite. The role provides a combination of hands-on support and co-ordinating and managing. Further duties include the training and supervision of support staff and volunteers.

MAIN DUTIES (within all areas of work):

- Manage and co-ordinate various groups or clubs for adults and/or children as directed by the Support Services Manager.
- Assist with the development of Parkside Services by managing and co-ordinating new services as they are developed.
- Regularly review and monitor services to ensure that we are meeting our service users' needs and aspirations.
- Assist with recruiting and training support staff and volunteers and ensure adequate staffing levels on all services.
- Ensure day to day staffing levels are met to deliver safe services.

- Facilitate regular staff meetings.
- Attend a relevant course to become a named First Aider for the organisation.
- To work flexible hours which may include some evenings and/or weekends.
- Work across all services when necessary.
- Communicate with parents, carers, and other professionals regarding individual service users.
- Provide regular supervision for all staff.
- Cascade any relevant training as requested by the Support Services Manager.
- Deputise for the Support Services Manager when absent.
- Support individuals with personal care if necessary.
- Support staff teams and groups in making use of community facilities e.g., Arts, sports, education, and recreation.
- Support staff teams with managing service users with a wide range of disabilities including communication difficulties and complex needs.
- Be prompt and dependable in attendance.
- At all times to work with service users in a manner which fully recognises and respects their value as individuals, who have the same rights as the rest of us.
- Maintain service user confidentiality.
- Ensure programmes and activities are planned by involving and encouraging service users input.
- Facilitate wherever possible achievement through activity and self-advocacy.
- Attend 8 weekly management meetings and produce a written report on relevant services.
- Produce verbal and/or written accounts of work undertaken.
- Participate in training opportunities and attend supervision meetings.
- Ensure all activities meet health and safety requirements and risk assessments are in place and regularly reviewed.
- Undertake any other duties as reasonably requested by the Support Services Manager.