



Job Description

Job Title: Campus Manager

Reporting to: Head of Care

Job Purpose

Working closely with the Head of Care and Head of Education (Butterstone) you will have responsibility for the leadership, management, development and operational delivery of the highest quality residential care services for our children and young people. You will ensure that the mission, vision and values of the organisation are embedded in the practice of all staff and that all services are compliant with National Care Standards. You will be a key driver in the ongoing improvement process for Moore House Group being a trauma-formed and learning organisation, ensuring implementation of our Playfulness, Acceptance, Curiosity and Empathy (PACE) approach; designed to ensure the wellbeing and inclusion of each child, young person and staff member.

You will demonstrate strong and inspirational leadership skills, and make a highly effective contribution to the identification, implementation and review of strategic organisational priorities, ensuring we remain at the forefront of residential childcare practice in Scotland.

You will have a strong focus on self-evaluation, review and planning for improvement to ensure the best quality services are provided to our children and young people. Working effectively with the Head of Care and Head of Education, you will drive forward improvement in services through inspirational and motivational leadership. You will assist the Head of Care in the implementation of relevant Health and Safety policies and procedures and maintain residential care environments to the highest standards.

You will assume specific leadership responsibilities appropriate to your role, including deputising for the Head of Care in their absence, chairing relevant committees, being a Designated Child Protection Officer, and an established liaison with the Care Inspectorate, Scottish Social Services Council (SSSC), and make an effective contribution to Scotland Excel Framework tendering processes.

Main Duties and Responsibilities

- Full responsibility and accountability for the day to day running of the Butterstone residential services that fall under the umbrella of Moore House Group.
- Provide excellent leadership, effectively communicating our mission, vision, values and strategic priorities to the staff you lead and manage, inspiring them to have high aspirations for our young people.
- Contribute to the identification, delivery and review of campus priorities through effective service planning and review, setting high standards and targets for the improvement of all residential services at the Butterstone site.
- Ensure that current services are flexible and responsive to the changing needs of the organisation and our children and young people.
- Ensure the staff team are up to date in their training and development.
- Ensure that staff have access to induction, support and supervision and staff development and training opportunities, which enable them to meet our expectations and build their necessary skills and competencies to be highly effective and professional practitioners.
- To strive to ensure the service offers up to date practice based on theory around the care of children and young people who have autism.

- Continue to grow and develop our residential services taking account of current national developments.
- Keep up to date on national policy developments which impact on the residential care and education sector, providing advice on changes/improvements required.
- Highly effectively plan, organise and manage resources including staffing, to achieve the best possible outcomes within agreed budgets.
- Ensure that all Service Managers receive training, support and direction in dealing with staff disciplinary procedures enabling them to handle sickness absence, performance management, disciplinary and capability issues in a timely and highly effective manner, notifying SSSC as required.
- Working with your team, ensure that effective procedures for staff recruitment and selection are in place specific to the needs of the Butterstone service.
- Act as an ambassador when representing the organisation at national conference events and networks, taking opportunities to promote our work when required..
- Build and develop our partnerships with local authorities, third sector organisations and other groups to enhance opportunities for our children and young people, as well as developing the practice of staff.
- Carry out the duties as Designated Child Protection Officer (DCPO) in a highly effective manner, reporting to the Coordinating DCPO, Head of Care and senior management colleagues on matters of concern.
- Shared responsibility for initial referrals to Culbrae, ensuring that information is recorded, shared and decisions are made through the senior management team.
- Liaise with the Head of Care or Depute Head of Care around current placements and contribute towards an effective matching process when identifying future children and young people.
- Work to ensure that services achieve and maintain Care Inspectorate Quality Themes at a level of Very Good or above.
- Contribute to effective planning for children and young people ensuring that their needs are met through an appropriate care, education and support package, that the progress of all our young people is monitored, tracked and reviewed regularly and evidence of their progress and outcomes are recorded.
- Ensure that highly effective quality assurance procedures are in place, with self-evaluation embedded in the practice of all staff, resulting in the efficient gathering of performance information and continuous improvement of services.
- Carry out effective risk management and ensure that we are compliant with current legislation, care standards and health and safety procedures.
- Ensure that the environment is kept to a high standard in all residential services and that organisational policies, systems and processes are in place and working effectively through regular review and audit procedures.
- Deal effectively with issues relating to the environment and property maintenance.
- Act as on-call manager as required dealing with emergency situations as appropriate.

You will undertake these responsibilities within a positive culture and ethos consistent with the mission, vision and values of the organisation.

You will have a high profile and visible presence as Campus Manager, engaging directly with children and young people, staff, parents/carers and placing authorities. Along with the Head of Care and senior management team, you will ensure that expectations relating to policies and procedures are clearly communicated to staff.

Experience

Essential

- Substantial, relevant experience in the management of residential care/young people's services.
- Experience in development of new services, including liaison with the Care Inspectorate registrations team
- Extensive experience in all aspects of safeguarding and child protection, including the ability to devise and monitor risk assessments.
- Extensive knowledge of legislation including Getting it Right for Every Child (GIRFEC) and relevant policies and procedures.
- Experience in supporting and developing staff to reflect on and improve their practice.
- Good understanding of the importance of developing professional development programmes that meet the needs of all members of staff and result in improving the quality of services for children and young people.
- Experience in self-evaluation and planning for improvement in relation to National Care Standards.
- A clear understanding of health and safety policies and procedures.
- A full UK driving licence and the ability to drive organisational vehicles, as required.

Desirable

- An understanding of national and local government commissioning processes.
- Experience of preparing and delivering reports to a senior management team, Board of Directors, or equivalent.
- Service development and project management skills.

Person Specification: Qualifications

Essential

- A professional qualification in relation to residential care/services for young people.

Desirable

- A leadership/management qualification.

Personal Attributes

- A motivational, open and participative leadership style.
- Effective organisational skills, administrative and IT skills, good time management and decision-making skills.
- High level interpersonal and communication skills and ability to delegate tasks appropriately to relevant staff.
- Strong written and oral communication skills and a high sense of accountability in respect of overall performance.
- Ability and flexibility to handle competing priorities and a challenging workload, within a highly pressurised working environment.
- Ability to work independently, and act on own initiative.
- A high level of emotional intelligence and commitment to reflective practice.
- A 'can do' attitude and commitment to continuous improvement and continuing professional development.

Circumstances

Eligible to work in the UK.

No relevant criminal convictions.

Special Requirements

Full clean UK driving licence.

Use of a vehicle with vehicle business insurance.