

Rehabilitation and Sensory Services Manager

Job Types: Full-time, Part-time

Salary: £28,000.00 to £30,000.00 /year

Job Description

The Wilberforce Trust is looking to recruit a Rehabilitation and Sensory Services Manager to manage our Yorsight department. This role will be based in our Head Office in York. It is expected that some travel in York and North Yorkshire will be undertaken. Travel may also be required on occasions within the North of England and occasionally further afield as necessary, as the Trust's services develop.

This role will report into the Operations Manager. We are flexible on the working hours to a degree and may consider either full time working or part time working for the right person. The salary for this role will be £28,000 to £30,000 FTE.

Purpose of the job:

Manage a team of specialist visual and hearing impairment workers. Develop and promote services for people with a visual or hearing impairment. Deliver and develop visual awareness training.

To ensure the quality of the services provided are of the highest standards and fully compliant with any regulations or industry standards. To maintain specialist knowledge of developments in the industry appraising the organisation and applying these to the delivery of the service and future developments. Ensure that the organisational values and strategic objectives are paramount in all undertakings. To proactively develop relationships with partners and commissioners ensuring business opportunities are communicated to the operations manager. The service is currently being provided in York further expansion of services will see delivery to other area.

The successful candidate will have the following duties and responsibilities.

Main Duties:

- To work as part of the management team of the Trust managing the delivery of existing services and participating in the development of new services, and to liaise with and report to colleagues on a regular basis regarding the progress of existing and planned service
- To maintain and develop specialist knowledge and awareness of innovations and initiatives related to visual and hearing impairment

- To keep the operations manager informed of any developments and initiatives that could enhance the outcome for customers of the trust
- To ensure that the trust continues to provide services of the highest quality
- To maintain detailed, accurate and up to date records as appropriate for external contractors and the Wilberforce Trust.
- To ensure that all staff within the area of responsibility have access to comprehensive quality training, supervision and appraisal that is fully compliant with regulations and safe practice
- To maintain a good understanding of legislation and regulation pertaining to the area of responsibilities to inform the organisation and practices
- To ensure the low vision clinic is well run and meets its objectives and contractual obligations
- To organise and deliver a biannual conference for professionals working in the field of visual and hearing impairment with the aim of raising the profile of the trust and sharing and informing of new initiatives

Finance

- To work within defined budgets, to keep appropriate records and to evaluate and report progress to the Operations Manager

Leadership

- To provide professional leadership to all staff in the VIAS and across the trust
- To ensure that in conjunction with HR that all members of the VIAS have credible and challenging Personal Development Plans to oversee delivery
- To raise the profile and reputation of the organisation by working closely with partners in the local health and social care sector
- To contribute to personal development of staff to realise and achieve full potential within the trust

Operations

- To manage the Visual and hearing Impairment and Assessment Services including the recruitment, induction, support and training, and performance and conduct monitoring of staff and performance as appropriate
- To allocate work to the team monitoring targets, in line with relevant service level agreements and Key Performance Indicators
- To ensure the delivery of the Trust's services are in line with the relevant and current regulatory requirements
- To take a leading role in the recruitment of new staff

- To undertake supervision and appraisals for those staff who the post has direct line management responsibilities
- To develop and monitor standards to assure the quality of the service
- To observe all legal obligations incumbent on employees of the Trust e.g. in respect of health and safety and as a Manager to ensure the Trust meets its legal obligations to employees, service users, external regulatory bodies and the general public
- To foster and develop links, with health agencies and local authorities

Personnel

- Develop and maintain good working relations with all Wilberforce Trust staff
- Oversee the selection, appointment, professional development, supervision and appraisal of staff
- Promote good employment practices, equal opportunities and welfare in accordance with Trust policies, including disciplinary and grievance procedures
- The post holder must assume responsibility for his/her own professional and personal development (supported by the company where appropriate) to ensure he /she develops and maintains continuing competences to deliver the charities requirements, including fair and supportive management to all staff

Relationships

- To represent the Trust as and when required
- To engage on a regular basis with service users staff to set objectives and seek feedback to inform the development of the Trust's services
- To actively promote the work of the Trust
- To ensure that the values of the Trust are intrinsic to all activities
- To manage new projects from planning to implementation and ongoing monitoring
- To undertake such other duties as the Chief Executive or Trustees may reasonably require from time to time.