

**Community Support Hub Manager**

**30 hours (over 4 or 5 days per week)**

**£33, 523.27 per annum**

**Introduction:**

Autism East Midlands is a charitable organisation that delivers a range of services to people with autism.

The **Community Support Service** provides 1 to 1, person-centred support to both children and adults across Derbyshire and the wider East Midlands

Community support workers provide support to people with autism in improving life skills, working on communication skills, accessing new and interesting leisure activities, attending social events, preparing for paid work or developing familiarity with everyday situations.

We are expanding our existing community support services and are looking for a **Community Support Hub Manager** who will take the lead on growing this service across the whole region. This role will manage a large and dispersed team of practitioners and will set and maintain high standards of service.

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| **Grade:** | Manager | **Job Title:** | Community Support Services Manager  |
| **Department:** | Adult Services | **Accountable to:** | Deputy Director/Director of Adult Services  |
| **Responsible for:** | Service Staff Team |

**The role:**

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|  | Essential/ Desirable |
| **Experience**1:1 Experience of working with people with learning disabilities or autism1:2 Experience of managing teams including conducting staff supervisions, appraisals and other staff management systems1:3 Experience of managing geographically dispersed teams working in the community 1:4 Experience of managing budgets1:5 Experience of managing service level agreements with local authority funders | EEDDD |
| **Qualifications and Training** 2:1 Management qualification (Level 3 or above)2:2 Prepared to work towards a Level 5 qualification  | EE |
| **Additional skills and knowledge** 3:1 Understand and value the rights of people with autism3:2 Understanding of the legislative framework around community based support and associated codes of practice 3:3 Confident in the use of IT systems such as Microsoft Office3:4 Confident in the use of CRM systems for client records3:5 Ability to analyse information, set and prioritise objectives, monitor progress and take corrective action to solve issues3:6 Understanding of delivering outcome focused support and supporting teams to do the same3:7 Actively contribute to the wider management team  | EDEDEEE |
| **Personal qualities** 4:1 Personal and professional commitment to respecting the confidentiality of protected information belonging to both staff and people we support4:2 Demonstrate a personal and professional commitment to developing self and others with up to date knowledge and training 4:3 Contribute to the organisational on call rota4:4 Full and current driving licence, with unrestricted access to a car for work | EEED  |

The post holder will be required to undergo an Enhanced DBS check. Any offer of employment will be subject to receipt of satisfactory references and a suitable DBS check.