



Choice Advocacy



Job Description

Post	Operational Manager (IMCA, IMHA and Special Projects)
Hours of Work	18 and a half hours per week Days worked can be negotiated with the Director
Grade	SCP 34
Salary	£27,594 (pro rata)
Location	Rebecca House, Bradford
Accountable to	Director

This post is a job share with the current Operations Manager who has been in post for one year.

Supervised Received

The post holder is accountable to and will receive all direction and monthly supervision from the Director.

Main objectives of the post

To ensure that people with learning disabilities have equal access to good information and support if necessary in accessing advocacy

Maintain a developmental role in the organisation with regards to human resources.

To ensure the values of Choice Advocacy are maintained.

To manage the IMCA, IMHA and DOLS services provided by Choice Advocacy.

Main Duties

- 1. Line management of staff employed by Choice Advocacy, providing supervision, support, appraisal and training and development opportunities.**

You will have overall responsibility for the development and supervision of all staff.

This currently includes but will not be limited to the direct supervision and development of the:

8 part time advocates
1 part time Administrator
1 part time and one full time Independent Mental Capacity Advocates
1 part time IMCA/ Deprivation of Liberty Advocate
The user group

Overseeing and participating in staff and volunteer recruitment, ensuring that appropriate advertising, recruitment selection and induction takes place with job share partner.

To manage annual appraisals and 6 weekly supervision of half the team.

To manage annual leave, sickness, absences, timesheets and expenses of half the team.

To hold regular staff team meetings and advocates forums with job share partner.

2. Development, Policy and Monitoring and Evaluation

Ensure consultation with members of the team regarding policies and procedures and make sure they are adhered to both in practise and in spirit.

Maintain a development role within the organisation.

To co-ordinate and use appropriate statistical analysis systems for monitoring and evaluation purposes and make recommendations for change when necessary.

Promote and encourage the involvement of users of the service in the development of the organisation.

To have a problem solving role with issues highlighted by team members and to focus on creative solutions.

Ensure that complaints are dealt with in accordance with the complaints procedure.

Maintain and improve the quality of Choice Advocacy by working towards Investors In People.

To take responsibility for service development in specific areas agreed with the Director.

3. User involvement and Management Committee

Assist the Director with gaining the views, experience and skills of service users to develop new projects or improve existing services.

To provide written reports and regular feedback to the Management Committee

4. Other Duties

To participate in case referral allocation meetings

To assist with the Director in making reports to funding bodies.

Perform other related duties as may be required from time to time.

To keep up to date with developments, in the field of advocacy both locally and nationally.

Special conditions of service

Currently, contracts with commissioners are in place up to 31.3.2011 and extension beyond this date, are subject to ongoing review and monitoring.