

The Seòl Trust (the Trust)

Job Description

Position:	Head of Service Development
Post Reference No:	SEO10001
Grade:	Grade 14:15
Responsible to:	Head of Development (Scotland)
Service Area:	Operations
Location:	Seòl Trust Office

Job Purpose

The post holder will be responsible for the operational management of the Fairhill site as well as contributing to strategic developments at Fairhill and elsewhere in Scotland.

The post holder will be responsible primarily for the management, development, and promotion of adult day service user operations at Fairhill but will work closely with any future residential management to ensure a holistic and high quality approach to care and support in line with Ruskin Mill Trust's Vision, Values, Purpose & Method.

The role will be closely involved in promoting and advertising the Trust's service at Fairhill and building the number of day and residential clients who use the site, and past experience of this capacity will be needed. This will require the development of strong and effective relationships with local commissioners to secure and maintain service contracts for individuals referred to the provision. It will also involve making arrangements with individual clients who can access personal funding through such routes as Personal Independence Payments, Personal Budgets and Section 117 After-Care funding.

The post holder will be a member of the Trust's Management Team whose remit is to oversee both the management of existing provision and the development of new projects and services, ensuring that Fairhill and any future provision in Scotland are effectively managed, are financially viable in line with Budget and Business Plan objectives and are aligned with Ruskin Mill Trust's Vision, Values, Purpose & Method.

The post holder will be expected to embrace, articulate and work in line with the Trust's Objects, ensuring that its paradigm of Biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, are maintained, implemented and integrated within its provisions.

The post holder is to contribute to the whole life of the Trust and its provisions, always remembering that its core purpose is to improve the wellbeing and lives of the individuals that it serves.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays will also be a requirement.

You will be required to carry out your duties at other provisions within the Ruskin Mill Trust Group, some of which are located a distance from Fairhill, and at such other places as the Trust may reasonably require.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required to the wider Ruskin Mill Trust Group.

Main Duties

Adult Day Service Provision

1. To ensure the effective design of individual client programmes so that they are tailored to the needs of the individual and meet the expectations of Commissioners, taking into account the full therapeutic benefits of Practical Skills Therapeutic Education (PSTE). Also, to ensure that systems are in place to ensure these programmes are implemented, monitored and recorded in such a way that clients and key staff are fully involved in the processes so as to ensure positive outcomes.
2. To directly line manage and supervise the BD lead manager, craft tutors and support staff to ensure that services are delivered and provision sites are managed and developed in line with Ruskin Mill Trust's Vision, Values, Purpose & Method.
3. To ensure that appropriate links are developed and maintained with the community and outside organisations with the aim of making available suitable activities for clients such as external work experience and college courses. This will need to be in place for all Trust provisions.
4. To work with the Trust Management Team to ensure that all of the Trust's operations achieve legal and regulatory compliance and that all provision services meet the Trust's quality standards.

Collaborative Working

1. To work with the Trust Management Team and Seol Trust trustees with regard to:
 - The strategic review, business planning and direction of the Trust's activities;
 - Assisting with the preparation of annual Self-assessment Reports (SAR) and Quality Improvement Plans (QIP) for the Trust's provisions
 - Providing direction, leadership and motivation, ensuring the work of staff members is conducted in an efficient and effective manner.
2. To work in conjunction with the Trust Management Team to ensure that appropriate and effective systems and procedures are in place for:
 - Recruitment, Induction and on-going communication with staff;
 - Planning, assessing and recording clients learning and achievement across the Trust's provisions;
 - Recording all planning and decision-making related to operating the provisions e.g. meeting minutes and action plans;
 - Effective monitoring and recording of achievement, ensuring that appropriate goals and targets are set and regularly monitored and adjusted for all clients.
3. In conjunction with the Trust Management Team and other identified individuals, ensure that appropriate transition arrangements are made for all clients leaving the provision.
4. To work in conjunction with the Trust Management Team to ensure that staff training is designed, planned, implemented and recorded in such a way that it meets provisions' current and future external and internal requirements; to include ensuring that annually agreed staff learning needs are appropriately met and guided by the Hiram Education & Research Team.

5. To work with the Admissions Team to ensure there is sufficient new intake and that there continues to be appropriate provision for new clients.
6. To work co-operatively with other staff within the Trust and the wider Ruskin Mill Trust Group, maintaining a positive and effective attitude.

Residential Provision

1. To assist with the development of a residential provision which will be a key strategic objective for the Trust, and to work with Ruskin Mill Trust's Head of Residential Services to achieve this and to ensure that appropriate residential placements are available for clients as required.
2. To work in conjunction with the Residential Manager to ensure that products that a residential client makes in the craft provisions are linked appropriately to the decoration of their room, and whenever possible to practical use in the household.
3. To support the Residential Manager with inspection and external quality assurance processes as appropriate.

Human Resources Management

1. To work with Ruskin Mill Trust's Department of Human Resources regarding:
 - Managing staff according to approved Human Resources Policies & Procedures
 - Ensuring that new staff are recruited in a timely manner for day and residential provision and that they receive appropriate and effective induction and orientation to the provisions within agreed timeframes
 - To ensure that all staff within the day provision receive appropriate, regular and effective operational line management and supervision
2. In association with the Head of Development (Scotland), to co-ordinate and facilitate meetings within the Trust's provisions e.g. staff meetings, and training seminars, as appropriate.

Financial Management

1. As a member of the Trust Management Team, to work closely with Ruskin Mill Trust Group's Finance Department on all matters of budget setting and financial management.

General Management and Duties

1. To be responsible for promoting and safeguarding the welfare of the client group.
2. To undertake the role of Duty Manager as required.
3. To ensure that medical and therapy provision is available for all clients according to their assessed needs and in conjunction with the Trust Management Team.
4. To ensure that transition provision, which includes exit planning for clients, is in place and is effective.
5. To ensure that the services on offer are regularly monitored, reviewed and developed in conjunction with the Trust Management Team.

6. To provide ad-hoc reports to the Trust Management Team as required and, as part of that team, contribute to special projects and respond to day-to-day matters.
7. To provide weekly progress reports in writing to the Head of Development (Scotland).
8. To comply with all of Ruskin Mill Trust's approved Policies & Procedures.

General

1. To be responsible for promoting and safeguarding the welfare of clients.
2. To carry out your duties in accordance with the Trust's Health & Safety Policy.
3. To actively support and promote equality and diversity throughout the Trust
4. To work co-operatively with other staff within the Trust and within the wider Ruskin Mill Trust Group
5. To work with learners/clients as and when required
6. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
7. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
8. To be responsible for the care and development for your working area.
9. To attend meetings and supervision as required.
10. To undertake training and development as required by the Hiram Education & Research Team. To be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the role.
11. To undertake work related continued professional development (CPD) as required by the post.
12. You may, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined this job description.
13. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until such time as the job description is reviewed.

Staff Management and Supervision

The Head of Service Development has line management and supervision responsibility for all day service staff and may also be required to line manage other designated staff.

Liaison

To liaise with all staff employed by the Seòl Trust, the Ruskin Mill Trust Group, professional bodies, external consultants and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post-holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.