

## Job Description

<b>Job title:</b>	Assistant Rainbow Centre Manager
<b>Hours:</b>	Full time
<b>Salary:</b>	£22,656 - £24,756
<b>Location:</b>	Head Office
<b>Responsible to:</b>	Rainbow Centre Manager

### Main aims of the post

- To provide support to the Rainbow Centre Manager through leadership in the centre(s) ensuring the smooth delivery of the service
- To lead on project areas, as and when designated, and to supervise any staff or volunteers allocated to the role.
- To assist with the technical delivery of the service, ensuring compliance with policies and procedures including recording of information on the CRM system regarding clients and staff
- To assist in the delivery and success of Carers Choices services.

### Duties

- To provide a first point of call for Seniors in the centre(s), supporting them to deliver quality services to clients
- To provide management and supervision of staff allocated to the role
- To provide a range of services to support the Rainbow Centre Manager including to:
  - Assist with the implementation of quality procedures including health and safety
  - Assist the staff at the centres to deliver the service to clients through attending and being responsive to requests
  - Assist with the general development of the centres including Quality auditing
  - Deputise for the Rainbow Centre Manager in her absence
  - Compile monitoring forms and annual surveys as needed
  - Organise staff training events and monitor

- Produce standard communications for clients including welcome packs
- Make collections and deliveries to the other premises, driving either manual or automatic transmission company vehicles
- Utilise the online accounting system (Xero)
- Attend and present at external events and meetings to raise the profile of the centre
- Assist with the marketing of the centre including the population of the website on a regular basis
- Provide assistance to ensure that the centre complies with all applicable legal and regulatory requirements
- Perform other tasks allocated as appropriate to ensure the smooth running of the centre(s)

## Person Specification

- Management qualification or demonstrable experience.
- NVQ level 5 in Health and Social Care is desirable
- Strong organizational skills and excellent time management skills
- Good communication skills
- Understanding and experience of duties and responsibilities regarding supporting adults with disabilities in a centre environment
- The ability to work well as part of a team as well as working individually
- Computer literate and a solid working knowledge of Microsoft Office products
- A high level of English spelling and grammar
- Accuracy and attention to detail
- Drive and commitment
- Flexibility as well as a professional approach
- The ability to use work on own initiative
- Full Driving Licence (Over 21 for Insurance to drive company vehicles)