

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

Centre Co-ordinator

2 posts - based at Kingfisher centre posts will be 37 hrs week 52 week per year.

OVERVIEW OF THE ROLE

The role is viewed as being key in the continual development of services for people using City College Peterborough Day Opportunities support. The successful candidate will join a team of committed and hardworking staff who provide opportunities for people with learning disabilities to develop and maintain skills for independence and sustain their health and wellbeing. This may be through activities based within our dedicated hubs, within the community or in a supported enterprise.

Interpersonal and organisation skills and an understanding of the needs of people with learning disabilities are required for this post as the College continues to expand its quality provision. The ability to lead and work as part of a team, plan and be self-motivated is essential.

We are excited about our future and are seeking someone to share and develop our vision

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a demanding and challenging post playing a key part in the continuing success, development and expansion of Day Opportunities.

The successful applicant will be familiar with a range of assessment processes and can support care staff to deliver a high standard of care and support at a range of locations around Peterborough. You will have a good knowledge of adult safeguarding procedures and be committed to co-production for developing and delivering services.

Closing Date for applications:

Interviews will be held week commencing:

Pat Carrington, MBA, FCMI
Principal of City College Peterborough

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

PCC DIVISION:	People and Communities
CCP DEPARTMENT:	City College Peterborough(CCP)
DEPARTMENT:	Day Opportunities
Job Title:	Centre Co-ordinator
Grade:	Grade 8
Number of Hours:	37 hours per week, 52-week per year
Responsible to:	Day Centre manager Manager
Responsible for:	Day Centre Officers, Service Assistants and Mentors

JOB PURPOSE

To provide co-ordination of service user support within community hubs supervision to front line staff. To support the development of supported enterprises to create opportunities for people we support whilst ensuring adherence to legislation and local policies and procedures. To deliver support to people as specified in individual support plans and assessments. To deputise for line manager as required

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide supervision and act as point of contact to up to 10 front line staff, students and volunteers
2. Co-ordinate and delegate tasks to the team to ensure effective support has been planned and executed across the designated hub(s) and enterprises
3. In co-production with stakeholders contribute to the development of Day Opportunities
4. Establish and maintain links with stakeholders to develop individual support plans and participate in health and social care assessments and reviews
5. Plan, facilitate and evaluate supported person individual or groups sessions according to care plans
6. Communicate information to clients with a wide range of disabilities in a range of different formats.
7. Assist individuals, as per their risk assessment and professional care plans, with personal care and eating and drinking, recording and reporting any changes.
8. Ensure that equipment is prepared, maintained, cleaned and stored after use
9. Carry out a wide range of physical activities when supporting individuals in the community including swimming, golf and sailing
10. Administer medication following policies and procedures and individual assessments and medication plans
11. Maintain service users' personal and departmental records
12. Regular driving using own or College vehicle
13. Financial responsibility for managing petty cash floats, supervising supported peoples monies, handling income and expenditure of supported enterprises and completing audit checks.

GENERAL DUTIES

1. To ensure that the College and City Council's policies with respect of Equal Opportunities are fully met.
2. To contribute to team work within the College/Service.
3. To promote high standards of Health, Safety and Welfare, ensuring the College complies with statutory requirements at Work requirements in accordance with legislation and agreed guidelines.
4. To undertake other reasonable duties at the request of the College Principal.

VARIATION CLAUSE

This is a description of the post as it is constituted at the date shown. It is the practice of this Authority periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager in consultation with the post holder will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments

Description prepared by: Pat Carrington
Principal

Date: April 2017

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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of relevant legislation including Care Act 2014, Mental Capacity Act and Deprivation of Liberty 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Very good communication skills, written and verbal, including the ability to effectively communicate with individuals with learning disabilities • Ability to work effectively with a range of stakeholders • Ability to plan, deliver and evaluate sessions to meet individual care and support plans • Co-ordination of staff and activities to meet plans • Provide effective support and formal and informal feedback to front line staff 	<ul style="list-style-type: none"> • Have experience of developing links with local communities • BSL and Makaton
EXPERIENCE	<ul style="list-style-type: none"> • At least five years' experience of working with people with disabilities and or learning disabilities • Experience of Day Service, Residential Provision, Ethnic Minority groups • Experience of facilitating groups • Experience of administrating 	<ul style="list-style-type: none"> • Experience of running small enterprises for example cafes or local facilities

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	medication and the protocols of good practise underlying this <ul style="list-style-type: none"> • Experience in supporting individuals with challenging behaviour 	
EQUALITY & SAFEGUARDING	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities and safeguarding	
CUSTOMER CARE	Proven ability with a: <ul style="list-style-type: none"> • Knowledge and understanding of effective customer care 	
QUALIFICATIONS	<ul style="list-style-type: none"> • QCF level 3 in Health and Social Care • QCF level 3 in Team leading, or currently working towards 	
PERSONAL CIRCUMSTANCES	Proven ability to: <ul style="list-style-type: none"> • Work flexible hours including some evenings and weekends • Undertake continuous professional development in relation to the post role • Full driving licence and own vehicle. 	