

## Age UK Bournemouth Poole & East Dorset Job Description

<b>POST TITLE:</b>	Day Centre Manager
<b>SALARY:</b>	<b>£15,746 (£29,130 FTE)</b>
<b>HOURS:</b>	20 hrs per week (8am-3pm Monday & Wednesday and 9am-3pm Tuesday)
<b>DAYS OF WORK:</b>	Monday – Wednesday
<b>LOCATION:</b>	Day Centre, Sutton Road, Bournemouth & 698/700 Wimborne Road, Bournemouth
<b>LINE MANAGER:</b>	Head of Day Services & Community Connections
<b>RESPONSIBLE TO:</b>	Chief Executive & Chief Operating Officer and Executive Committee of Age UK Bournemouth, Poole & East Dorset
<b>PURPOSE:</b>	To manage our Day Centre provision based in Bournemouth

### **Main Tasks**

1. To be responsible and accountable for our Day Centre provision based in Bournemouth.
2. To ensure the smooth and effective running of the Day Centre, in line with our contractual obligations.
3. Ensure that the level of clients is maintained and we are meeting our financial targets.
4. Ensure that Income and expenditure is maintained in line with monthly budgets.
5. To manage and support a team of staff and volunteers.
6. To undertake staff welfare checks and performance reviews and yearly reviews with volunteers.
7. Contact all referrals / referees to arrange assessment visits to the Centre and complete all assessments for attendance including individual risk assessments.
8. To liaise with the Transport Co-ordinator regarding transport provision to ensure that our own transport provision is maximised at a minimum of 10 per bus, per session.
9. Manage resources and equipment required at the Centre, ensuring that all equipment required is cost effective and appropriate.
10. Overall responsible for the health and safety of clients, staff and volunteers, but delegating that responsibility where necessary.
11. Ensure that all attendance and transport fees are collected, recorded and banked accordingly.

12. Liaise with the Business Support Manager in relation to monthly invoices/ attendance etc
13. Ensure that the Centre is set up and cleared away at the start and end of each session, delegating where necessary
14. Responsible for ensuring that the premises is clean, tidy, furniture is stowed away, etc
15. Ensure that a monthly meal plan is undertaken by the Day Centre Cook.
16. Liaise with the Day Centre Cook to purchase food supplies for the centre ensuring that we are providing cost effective and varied meals in line with budgets.
17. Be responsible for EHO requirements and delegate that responsibility to the centre cook, ensuring that the relevant paperwork is completed daily
18. Ensure that the Day Centre Cook follows and completes all necessary EHO requirements.
19. Ensure that the Day Centre Cook has all details relating to food allergies, etc.
20. Be overall responsible for Environmental Health checks delegating this responsibility to the centre cook
21. Work with the Activities Coordinators with regards to the activity plans for the Centre, ensuring that we have adequate cover to run all activities safely and in line with the contract.
22. Be responsible for ensuring that staff have all training required and that it is kept up to date.
23. Be responsible for safeguarding, of all clients following the Charity's safeguarding policies.
24. To update our internal databases where required.
25. Keep daily records for clients.
26. Provide support in the kitchen when required, this will be to cover the Day Centre Cook.

### **General**

- To undertake all necessary training.
- Actively contributes to a positive, collaborative team environment.
- To adhere to all Age UK BPED policies and procedures.
- To undertake any other reasonable duties as requested by Senior Managers Chief Operating Officer, Chief Executive or Trustees.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

The postholder may require visits to other sites, so there will be the necessity to have a car and business use motor insurance in place.

## Person Specification

### Day Centre Manager

	Essential	Desirable	Evidenced by
Previous experience of working with older people	x		Application/interview/references
Previous experience of working with older people with dementia	x		Application/interview/references
Previous experience of managing a day services provision		x	Application/interview/references
Previous experience of managing staff	x		Application/interview/references
Operational experience	x		Application/interview/references
Previous experience of managing volunteers		x	Application/interview/references
Excellent oral and communication skills	x		Application/interview/references
Good computer skills/ email/internet etc	x		Application/interview/references
Ability to work alone or as part of a team	x		Application/interview/references
Ability to show empathy with older people and to adapt communication to the needs of the client	x		Application/interview/references
Ability to keep clear and concise written records	x		Application/interview/references
Flexibility	x		Application/interview/references
Good time keeping	x		Application/interview/references
Reliable & honest	x		Application/interview/references
Ability to keep confidentiality	x		Application/interview/references
Ability to stand in for the Day Centre Cook		x	Application/interview/references
Car Driver	x		Application/interview/references

***Age UK Bournemouth, Poole & East Dorset values diversity and inclusion and welcomes applications from candidates with diverse backgrounds. We are committed to providing a workplace free from discrimination or harassment and where individuals of all backgrounds, identities and abilities feel valued, respected and empowered.***