

Day Services Age UK Bournemouth Poole & East Dorset

Job Description

POST TITLE:	Day Services Manager
SALARY:	£22,702pa – (FTE £29,999)
HOURS:	28 hrs per week (8am-3pm Monday & Wednesday and 9am-4pm Tuesday & Thursday)
DAYS OF WORK:	Monday – Thursday
LOCATION:	Day Centre, Sutton Road, Bournemouth & 698/700 Wimborne Road, Bournemouth
LINE MANAGER:	Head of Day Services & Community Connections
RESPONSIBLE TO:	Chief Executive & Chief Operating Officer and Executive Committee of Age UK Bournemouth, Poole & East Dorset
PURPOSE:	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. Ensure that all staff have the relevant training, its completed and renewed where necessary.
8. Contact all referrals / referees to arrange assessment visits to the Centre and complete all assessments for attendance including individual risk assessments.
9. 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.
10. Manage resources and equipment required at the Centre, ensuring that all equipment required is cost effective and appropriate.
11. Overall responsible for the health and safety of clients, staff and volunteers, but delegating that responsibility where necessary.
12. Ensure that all attendance and transport fees are collected, recorded and banked accordingly.

13. Liaise with the Business Support Manager in relation to monthly invoices/ attendance etc
14. Ensure that the Centre is set up and cleared away at the start and end of each session, delegating where necessary
15. Responsible for ensuring that the premises is clean, tidy, furniture is stowed away, etc
16. Ensure that a monthly meal plan is undertaken by the Day Centre Cook.
17. 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.
18. Be responsible for EHO requirements and delegate that responsibility to the centre cook, ensuring that the relevant paperwork is completed daily
19. Ensure that the Day Centre Cook follows and completes all necessary EHO requirements.
20. Ensure that the Day Centre Cook has all details relating to food allergies, etc.
21. Be overall responsible for Environmental Health checks delegating this responsibility to the centre cook
22. 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.
23. Be responsible for ensuring that staff have all training required and that it is kept up to date.
24. Be responsible for safeguarding, of all clients following the Charity's safeguarding policies.
25. To update our internal databases where required.
26. Keep daily records for clients.
27. Provide support in the kitchen when required, this will be to cover the Day Centre Cook.
28. To be responsible for our transport provision
29. Be responsible for organising booking in maintenance, MOT & servicing of our vehicles
30. Be responsible for sending out monthly driver rotas
31. Organise driver & volunteer cover
32. Ensure that all vehicle paperwork is completed by drivers & filed appropriately
33. Complete the Bus Service Grant application twice a year to claim back fuel duty
34. Liaise with the Business Support Manager to ensure permits are up to date and applied for
35. Liaise with the Health & Wellbeing Manager around driver holiday /cover for our pub clubs

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 Services 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.