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**Disability Stockport**

Job Application Pack

Team Leader

*‘Disability Stockport changed my life. My self-esteem was at*

*rock bottom. I struggled with mental health. People have*

*noticed a physical change in my appearance. I look after*

*myself better. Because of this I’m now asked by people*

*where to get help. I used to feel I had become a burden to all. Now I can help others.’*

***Member comment***

**Role: Team Leader**

**Salary**: £25,481 for full time equivalent 37 hrs + sleep-in £50 per night

**Contract:** Initial contract 12 months. Subject to annual review

**Location:** Supported Living Services – various locations

**Department:** Stockport Centre for Independent Living

**Hours:** 18 hours (part time). Evenings/sleep-ins and some days by

agreement

**Annual Leave:** 4 weeks holiday plus Bank Holidays

**Pension:** Employer pension contribution

**Reports To:** Stockport Centre for Independent Living Manager

**About Disability Stockport**

Founded in 1979, Disability Stockport is a disabled people’s user led organisation. This means that we are run and controlled by disabled people, with around three-quarters of our employees and volunteers classified as disabled. We seek to provide a voice for all disabled people in Stockport and Greater Manchester, and to enhance the independence of all our members and organisations we work with.

Together, we:

* Provide support to adults experiencing one or more physical disabilities, learning disability, sensory loss and/or long term health condition.
* Help enable people to have greater choice and control over their lives, engage in meaningful and rewarding activities, and have the support and skills they need to live independently.
* Campaign on behalf of people with disability issues to ensure people are treated fairly, and work with a wide range of partner organisations to support the different needs and wants of our community.

Website: [www.disabilitystockport.co.uk](http://www.disabilitystockport.co.uk)

Email: email@disabilitystockport.org.uk

Facebook: [@disabilitystockport](https://www.facebook.com/disabilitystockport/)

**How to Apply**

To apply, please send a detailed letter online via our website, email, or post, outlining why you are interested in the position and how your experience fits our requirements, plus a CV and completed Equal Opportunities form.

Please use the subject line ‘SC Team Leader.’

If you require further information (including printed forms, alternative format, or access support), please contact us at the above address.

*As an organisation run by and for disabled people, we particularly welcome applications from people with lived experience of disability.*

**Selection Process Guidance for Applicants**

During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role. The job description (next page) is an overview of the type of work the successful candidate will undertake and is not an exhaustive list

Disability Stockport is committed to equality for everyone and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We are an inclusive employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and from all sectors. We are particularly committed to supporting applications from Disabled/ Deaf people and those from diverse backgrounds.

We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.

**Deadline**

Applications close on 31.12.21 at midnight.

Interviews are expected to be held week commencing 10.01.21.

Please note, following advice from UK Government and Public Health England, our building is closed until further notice. Our team is currently working from home and this role will require remote working until our building has reopened.

**Purpose of Role: Team Leader**

In the past year and in response to demand, we have had the opportunity to develop a range of supported living services in partnership with the people we support.

We hope to be able to recruit a person to manage the delivery of person-centred support to the highest standards possible across the supported living services and to lead and manage a team to provide quality support to enable people to lead full and rich lives.

**Stockport Centre For Independent Living (SCIL)**

Introduced in 2015, the SCIL is the only one of its type in the Stockport region. It was formulated as a response to the changing needs of adults living with a disability or long-term limiting condition and their carers, and against a background of swingeing government cuts to disabled people. Its goal: to enable disabled people to maintain their independence, have improved life chances, and be less socially isolated.

The SCIL provides the borough’s disabled people with a major opportunity to increase their choice and control over the services that are run by organisations that support them. More than that, it is a major arena for inclusion, employment and innovation where disabled people create new and better services and opportunities together.

The SCIL is a key part of the preventative service landscape within Stockport, supporting well over 500 people monthly (and rising).

**Duties and Responsibilities**

The post holder will be proactive and work collaboratively with individuals to identify their

strengths, assets and opportunities to make a positive difference to their lives and communities. You’ll benefit from a supportive working environment and being part of our fantastic and diverse team, working to achieve our vision of an equal and inclusive society.

The main duties of the post are to:

**Person/People Supported:**

* Enable people supported to achieve their full potential.
* Shape the support provided and how it is provided to ensure it reflects people’s
* wishes, using person centred approaches.
* Ensure the support focuses on delivery of what people want through developing
* and managing team action plans.
* Maximise the safety of people supported, staff and the community within the
* overall goal of supporting them to achieve positive outcomes in their lives (producing
* comprehensive risk assessments).
* Develop and maintain Guidelines for Support, which ensure people are well
* supported, when anxious or worried (including proactive and reactive strategies).
* Evaluate the performance of the support against outcomes for people supported.
* Provide direct support to people, role-modelling best practice

**Staff Team:**

* To lead the team on shift in day to day activities and maintain high standards.
* Provide clear direction to the team setting goals and objectives reflecting what the

person supported wants.

* Enable staff to achieve their full potential through effective leadership and

management.

* Identify the individual talents and abilities of staff, and reflecting the needs of people supported, develop these through training and development.
* Develop the individual staff to become a team through training, development and

 regular meetings.

* Recruit and induct new staff in conjunction with the development manager.
* Provide support and supervision for all staff per the Support and Supervision Policy.
* Manage rotas, sickness, absence, and annual leave to provide fully for people

 supported and also to ensure staff can have a balanced life.

* Act as a role model for staff.
* Manage and direct staff in line with organisation’s Working Values.
* Ensure all staff comply with policies, procedures and systems.

**Management and Organisation:**

* Participate in the on-call system.
* Implement and work to all policies and procedures.
* Promote positive relationships with those closest to people supported, and all

 others helping to support them.

* Liaise with other professional staff involved in support.
* Ensure effective communication between all parties.
* Maintain accurate database records, including support activities and case studies, designed to evidence the impact of the service
* To undertake tasks that may be reasonably requested by the organisation as directed by the Stockport Centre for Independent Living Manager

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

**Person Specification**

The post holder will have the following skills:

* Experience and knowledge of supporting vulnerable and marginalised people
* Demonstrate the ability to set direction, lead staff, to motivate them and to ensure things get done within the context of teamwork and enabling staff
* Able to develop and deliver comprehensive and detailed plans
* A flexible and innovative approach towards problem-solving.
* Be self-motivated and self-disciplined in managing day-to-day activities, and in working to meet the needs of individuals
* Able to develop good relationships with a diverse range of people, both at a public and senior professional level. Liaison with key partners is an essential component of

effective support

* Good oral and written communication
* Able to actively listen to what people supported are communicating, and to design support to reflect this
* An awareness and understanding of issues surrounding safeguarding and confidentiality
* Able to adapt to change
* Good IT skills

*As an organisation run by and for disabled people, we particularly welcome applications from people with lived experience of disability.*

*‘As a charity, our aim is to eliminate barriers, be non-judgmental, and give holistic support to people - and to be accessible. Not just physically, but in attitude and approach. Disability Stockport has got a feel about it that I have never found anywhere else.’*

***Staff comment***

*‘I feel empowered working here.’*

***Staff comment***