

Lothlorien Community (Rokpa Trust)

Job Description

Job Title:	Deputy Manager
Responsible to:	The Manager, and Trustees of Lothlorien (Rokpa Trust). Direct supervision for day to day work will be carried out by the Manager.
Working Hours:	37.5 hours per week. The Deputy Manager will also be required to be on call, along with other members of staff.
Holidays:	Five weeks per annum, plus any public holidays which fall within the working week.
Salary:	The salary is £26,502 paid monthly in arrears.

Main tasks

- Helping to sustain a positive ethos and identity for the Community in line with the vision outlined by the trustees of the Rokpa Trust.
- Contributing to the development, implementation and review of the Community's policies and strategic objectives.
- Promoting and representing the Community to other agencies by attending relevant seminars and conferences.
- Maintaining collaborative, interagency working with statutory mental health services so that residents receive appropriate care & support.
- Dealing with enquiries and applications to join the Community, assessing their suitability for joining, requesting background information and carrying out risk assessments.
- Deputising for the Manager who works remotely.
- Facilitating community meetings along with other Core Group members.
- Developing links with local resources, which will enable residents the opportunity to play an active role within the wider community.
- Helping to foster the development of an open, teamwork approach within the Core Group.
- Supervising and supporting co-workers in carrying out their role and facilitating the weekly group supervision.

- Supervising individual support to residents, drawing up appropriate personal plans for their stay and ensuring that such plans are implemented and reviewed as and when required.
- Encouraging residents to be actively involved in the daily programme, providing advice and support on practical and material problems within both households.
- Helping residents who are moving on to prepare for independent living and offering follow up support.
- Office administration.
- Sharing responsibility for driving with other Core Group members.
- Maintain a safe environment, complying with Health & Safety and other legal requirements.
- Maintaining own professional knowledge and skills, through participating in relevant training and study.