



Calvert Reconnections Registered Manager

Job Description

Title	Registered Manager (Calvert Reconnections)
Employer	Lake District Calvert Trust (Reg. Charity 270923)
Reporting To	Head of Service
Salary	£28,159 to £35,198 pa
Location	Calvert Reconnections, Old Windebrowe, Keswick, Cumbria CA12 4NT
Working Hours	37.5 hours per week On call responsibilities with some weekend and evening work required

About the charity

The Lake District Calvert Trust provides challenging outdoor activities for people with disabilities from our three specialist operating centres. Calvert Lakes is a 60-bed residential centre providing residential educational courses and short breaks for children and families. Calvert Reconnections is a unique 10 bed residential neuro-rehabilitation service. Calvert Stables provides riding and trap driving activities to support our residential programmes as well as community activities.

The Calvert Reconnections Neuro-Rehabilitation Centre

Our specialist neuro-rehabilitation service provides a residential centre for people in the post-acute phase following an ABI, tailoring a programme to meet each individual's needs and goals. Along with our expert advisors, we have identified factors which are likely to lead to significantly improved outcomes:

- **Physical exercise** reinforces the adaptive processes of the brain post injury: helping the brain 'scaffold' to compensate for damage. It also improves people's mental health, outlook and wellbeing
- **Outdoor Activities** have been demonstrated to improve people's understanding of themselves and their abilities, post brain injury, with long-lasting benefits
- **Group work and a social environment** have also been identified as key factors in recovery after an ABI.

The role: Registered Manager

The Registered Manager for Calvert Reconnections will have a strong history of leadership and management in residential care or rehabilitation settings. They will have an excellent understanding of the requirements for delivering regulated activities and compliance and will have the skills and qualifications necessary to manage registrations with the Care Quality Commission as the Registered Manager for the service.

You will be a leading member of the Calvert Reconnections Senior Leadership Team and will need to work closely with the Senior Clinicians and Activity Manager to support the Head of Service, Centre Director and Trustees in operating and developing an exceptional and unique rehabilitation service. An ability to work collaboratively, manage change, demonstrate resilience and to go the extra mile to meet the needs of the service will be essential.

- **Managing compliance and ensuring excellent standards of care:** The Registered Manager will be expected to maintain CQC registration for the service as an adult social care setting delivering personal care and rehabilitation. They will be responsible for ensuring compliance with regulatory requirements, develop policy, produce care and support plans in collaboration with the clinical team and act as the clients advocate to ensure that delivery of clients care and support is of the highest standard.
- **Promoting the service and ensuring occupancy targets are achieved:** Working with the Head of Service the Registered Manager will be responsible for ensuring that Calvert Reconnections is promoted externally and occupancy targets are achieved. The Registered Manager will be responsible for managing marketing activity and reporting on the sales pipeline, working with Trustees, external PR consultants and the Reconnections Business Development Officer to ensure future occupancy targets can be met.
- **Leadership and management of the Reconnections service:** The Registered Manager will be an essential member of the Reconnections Senior Leadership Team. An ability to work closely and collaboratively with the Head of Service, Senior Clinicians and Activity Lead will be essential. The Registered Manager will be involved in all aspects of running a 365/24/7 residential rehabilitation centre, from training staff, monitoring delivery of care, supporting clients achieve rehabilitation goals to reporting on sales and marketing activity.

Key Responsibilities

The key responsibilities of the Registered Manager are:

1. To be the registered manager with the Care Quality Commission (CQC) for the Reconnections service.
2. To ensure compliance in all areas of regulated activity, including meeting the CQC fundamental standards for quality and safety.
3. To maintain the highest standards of safeguarding and to be the designated safeguard lead for the Reconnections service.
4. In collaboration with the Senior Leadership Team to develop, review and update all policy, procedure, risk assessment and operating procedures required to ensure the safe and effective delivery of the Reconnections service.
5. To lead on the promotion and marketing of the Reconnections service in order to ensure that occupancy targets are achieved.
6. To work with the Senior Leadership Team to produce client care and support plans, train staff as required and to monitor and audit the safety and quality of delivery.
7. To work with the Senior Leadership Team to provide dynamic leadership, management and support for the Reconnections staff, including direct line management responsibility for the Development Officer, admin staff, support staff and facilities team.
8. Production, development, implementation and monitoring of departmental and team plans.
9. Management of service budgets with an emphasis on maintaining high quality services whilst controlling expenditure budgets.
10. The production of timely management reports and participation in committee, working group and board meetings as required.
11. Supporting the Head of Service and Senior Leadership Team as required.
12. Acting as the Duty Manager in rotation with other members of the Senior Leadership Team including providing on-call support and in the event of a staffing emergency weekend or overnight cover.

Other Responsibilities & Duties

13. To support other Lake District Calvert Trust centres such as Calvert Lakes or Calvert Stables, including being a nominated individual or temporarily the CQC Registered Manager if needed.
14. To operate the Trusts staff appraisal scheme.
15. To work with the Head of Service and Centre Director to achieve high levels of staff morale and effectiveness.
16. At all times to represent the Trust in a thoroughly professional manner.
17. Attendance at off-site training or meetings that may involve overnight stays.
18. To undertake any other reasonable duties as requested by the Head of Service or Centre Director.

Person Specification

Requirements	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Having or 'working towards' a level 5 QCF diploma in care and the Registered Manager's Award or equivalent in order to satisfy regulatory requirements • Must be acceptable as a Registered Manager to CQC satisfaction and to have excellent understanding of the Care Act • Leadership and management experience within a residential care or rehab setting • Safeguarding Level 2 • Experience writing care and support plans and of delivering personal care • Experience of working to budgets, targets and deadlines 	<ul style="list-style-type: none"> • Experience working with people with a brain injury • Safeguarding Level 3 • Level 2 or higher food hygiene certificate • Experience of working for a charity • Experience of project management and report writing • Driving licence with D1 minibus entitlement
Key Skills and Competencies	<ul style="list-style-type: none"> • Excellent verbal communication and interpersonal skills • Excellent standard of IT including Microsoft Office • Ability to plan, balance and manage competing priorities • Commitment to accuracy and attention to detail • Excellent written English skills 	<ul style="list-style-type: none"> • An understanding of the issues faced by people with disabilities • An understanding of the benefits of outdoor experiences
Personal Attributes	<ul style="list-style-type: none"> • A creative and proactive approach to all areas of work with a 'can do' attitude • Resilience and a strong work ethic • Strong team working focus with a flexible and adaptable approach to meet the demands across the whole organisation 	
Other	<ul style="list-style-type: none"> • Ability to work occasional evenings/weekends, attend out of hours meetings and travel. 	<ul style="list-style-type: none"> • UK driving licence

Conditions of Service

This role requires considerable flexibility, enthusiasm and dedication. Being a newly developed 365/24/7 residential care setting this job will involve some irregular hours as well as some weekend and evening work. Commitment and an appropriate work ethos are essential to ensure client safety and that the quality of services are maintained to the highest standards.

- Salary:** £28,159 to £35,198 per annum, subject to qualifications and experience
- Contract:** This position is permanent after the successful completion of a 6-month probationary period.
- Hours:** The hours for this role are 37.5 hours per week. Flexible hours within the working week by agreement. This includes weekend work and evening sessions.
- Holidays:** 28 days per annum, including Bank Holiday with 5 additional days allowed for onerous duties.
- Pension:** The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and the employee will make a contribution. Eligible jobholders, as defined by the legislation, will be automatically enrolled into NEST, unless you decide to opt-out.
- Location:** The position is based at Calvert Reconnections, Old Windebrowe, Keswick CA12 4NT. The Trust operates multiple centres in the Keswick area and staff may be required to work and support any of the Lake District Calvert Trust centres.
- Relocation:** Support to relocate to the Lake District is available.