

**EH48 1PS**

**01506 438981**

[https://acredalehouse.org.uk](https://acredalehouse.org.uk/)

Acredale House

Recruitment Pack

Post of Centre Manager

**Thank you for your interest in the post of Centre Manager. This pack contains information on the post, the Job Description, Person Specification and the Application Form. Please note we do not accept CV’s**

**The closing date for Applications is Monday the 9th of January 2023 and we would anticipate holding interviews on week commencing 23rd of January.**

**For any further information or clarification you may need then please contact: Brian Pringle**

**Tel. 01506 634288 or email5** Brian@acredalehouse.org.uk



**Acredale House is a Registered Company in Scotland No. SC245052 and a Registered Scottish Charity No. SC009635**

**Registered Office**: **9 Mid Street, Bathgate, West Lothian, EH48 1PS. Phone 01506 634288**

**Centre Manager - Acredale House**

**Part Time: 35 hours per week**

**Salary: £38,882 per annum.**

**Location: 9 Mid Street, Bathgate, West Lothian, EH48 1PS The closing date for applications is 9th January 2023**

https://acredalehouse.org.uk/



Since 1962 Acredale House Day Centre has been offering a range of services to older people in Bathgate and the surrounding area.

Situated near Bathgate town centre the service caters for up to 25 clients a day, with a wide range of activities on offer, which are tailored to the diverse needs of our individual clients. We offer a daily lunch club and daily transportation to and from the day centre. Acredale House can also provide support to family members and carers.

Our small but dedicated staff team comprises of manager, 4 care workers, an office manager, kitchen supervisor, minibus driver and client escort person. This team is complemented by a number of volunteers.

An exciting career opportunity for Centre Manager has opened to a suitably talented and skilled individual. You will lead our Staff Team in the delivery of high quality social and health care interventions to our service users.

The post offers the opportunity to improve and monitor the quality of our service and look for new development opportunities.

You will have an excellent knowledge and experience of working with older people and have a track record of innovation, achieving results, excellent staff management skills and the enthusiasm to make a huge contribution to Acredale’s commitment to deliver an efficient and effective service. You will also have a good understanding of local and national policy developments in relation to social care of older people with substantial care needs. You will report on a regular basis to the Trustees of the charity.

The successful candidate will need to undertake a PVG check by Disclosure Scotland.

The post is for 35 hours per week, 8.30 a.m. - 4.30 p.m., Monday to Friday with a salary of £38,882 per annum. Additional benefits include an attractive annual leave allowance and a work place pension with an employer contribution of 5%.

**Application Notes**

Please see job description, person specification and application forms available from “Downloads” or our website [https://acredalehouse.org.uk](https://acredalehouse.org.uk/)

Completed application form to be submitted to: [Brian@acredalehouse.org.uk](mailto:Brian@acredalehouse.org.uk) no later than the 9th January 2023

or by post to: **Manager, Acredale House, 9 Mid Street, Bathgate, EH48 1PS.**

C.V.s will not be accepted. Interviews may be held week beginning 23rd January

**Downloads**

1. Application Pack

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[**https://acredalehouse.org.uk**](https://acredalehouse.org.uk)

**West Lothian**

**EH481PS**



**Job Description – Centre Manager**

**Job Title: Centre Manager**

**Responsible to: Board of Directors**

**Hours: 35 hours per week, 8.30 a.m. - 4.30 p.m. Monday to Friday**

**Salary:` £38,882 per annum. A Work Place Pension Scheme is in place to which the employer contributes 5%**

**Location 9 Mid Street, Bathgate, West Lothian, EH48 1PS Closing Date for Applications: 9th January 2023**

**Purpose of Post**

1. To lead the staff team at Acredale House in developing and providing a wide range of safe quality day care services which are appropriate and responsive to the needs of our service users and their carers and respects their independence and human rights.

2. To develop a strategic overview of service development and to advise the Board on policy and practice issues which impact our service delivery.

3. To report to the Board all matters which require their attention and to provide the financial information required to support their financial oversight and budget control.

4. To develop effective working relationships with service commissioners, key stakeholders and partner agencies.

5. To seek new business and funding opportunities to ensure the future sustainability of the organisation, the services it provides and to write and submit funding applications.

6. To ensure compliance with all legislative quality assurance and contractual obligations required by our commissioners regulatory bodies and stakeholders.

**Key Responsibilities**

1. Direct and manage all functions of the organisation, providing leadership and support to staff, volunteers, and key stakeholders to ensure that the planning and organisation of the business of the organisation is undertaken effectively.

2. To develop, implement and monitor Quality Improvement Initiatives.

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3. Provide support to ensure staff and volunteers are undertaking work in a manner which is safe to both them and the service users / clients.

4. Lead and maintain effective communication systems and practice between staff, volunteers and the Board of Acredale.

5. Register and liaise with the Care Inspectorate & SSSC as Manager of Acredale House.

6. Be responsible for meeting all regulatory requirements. Including planning for inspections, data collection, evidence gathering, identifying issues and taking action to meet requirements and ensuring completion of quality assurance processes, monitoring returns and that financial claims are submitted in a timely manner to West Lothian Council.

7. Lead the process for maintaining client care and support plans.

8. Comply with legal, regulatory, ethical and social requirements and lead practice that promotes the rights, responsibilities, equality and diversion of individuals.

9. Ensure a full understanding by staff of PVG and safeguarding, and assessing what action to take in cases of potential or actual harm or abuse.

10. Undertake PVG checks with Disclosure Scotland for all relevant Staff and Volunteers.

11. Carry out annual staff appraisals and ongoing supervision for continuing professional development of all staff and volunteers.

12. Have overall responsibility for health and safety at Acredale House.

13. Develop interagency partnerships, joint working agreements and practices to deliver health and social care services for older people.

14. Be the first point of contact for complaints and ensuring they are dealt with in accordance to company policy.

15. Respond to any emergencies or make urgent decisions by telephone, where needed, when not present at Acredale House.

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**PERSON SPECIFICATION**



**Post: Centre Manager - Acredale House**

Please use this Person Specification to assist you in completing your application.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** |
| **Qualifications:**  SVQ Health & Social Care and appropriate Management qualification.  Evidence of continuous professional development. | X  X |  |
| **Experience of:**  3 years’ experience of working in a social care service with older, vulnerable people.  Working in the voluntary sector.  Working in partnership with other professionals e.g. health or local authority.  Managing and developing an effective team including recruitment, training, supporting and supervising staff.  Delivering social care in a dignified and respectful manner that promotes independence, choice and privacy of service user.  Developing, implementing and monitoring Quality  Improvement Initiatives. Managing a budget. | X  x  X X | x  X  X |
| **Knowledge of**:  Legislation affecting Social Care and duties of an  Employer.  The regulatory responsibilities of a Registered Manager. Undertaking Risk Assessments.  Recognising abuse and following safeguarding procedures. | X  X X X |  |
| **Competence:**  Confident in use of MS Office applications.  Excellent communication skills, experience of building positive working relationships with service users, their families, staff and other care professionals. | X  X |  |

**1 |** P a g e

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** |
| Leadership qualities.  Organisational skills.  Ability to deal effectively with crises/emergencies. Ability to plan, organise and prioritise workload and  your team’s workload effectively to meet deadlines. | X  X X X |  |
| **Personal Qualities:**  Caring and compassionate towards people in need of care and support.  Commitment to the values of respect, dignity, equality, privacy and non-discriminatory care practice,  promoting the rights of people and their independence.  Self-motivated and with a commitment to professional development. | X  X X |  |
| **Additional requirements:**  Full driving licence with no more than three penalty points.  Enhanced disclosure from Disclosure Scotland. | X | X |

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**Acredale House Application for Employment**

[**https://acredalehouse.org.uk P**](https://acredalehouse.org.uk/)**ost of: Centre Manager**

**Closing Date for applications 9th January 2023**

Sections A to C and Section G (the first and last pages) will be detached from the rest of the application and that information will not be available to the appointments panel.

**How to Apply**

When completing your application please ensure that you pay close attention to the criteria outlined in the Job

Description and Person Specification. CVs will not be given consideration**.**

In your supporting statement you should highlight any particular additional strengths that you believe you would bring to the post. Send completed application to [Brian@acredalehouse.org.uk o](mailto:Brian@acredalehouse.org.uk%20o)r post to **Manager, Acredale House, 9 Mid Street, Bathgate, West Lothian EH48 1PS.**

**Section A – Personal Details**

First Name Surname

Address

Postcode Email

Contact telephone number/s: Home Mobile

Work

**Section B – Health Information**

Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process. Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties:

Details:

**Section C – General Information**

Are you currently eligible for employment in the UK? Yes  No 

(You will be required to provide proof of this before commencing employment)

**REHABILITATION OF OFFENDERS ACT 1974** - If you have previously been convicted of any offences, please give details below unless the conviction can be regarded as “spent” in terms of the Rehabilitation of Offenders Act 1974. The position which you have applied for has been assessed as eligible for an Enhanced Disclosure check and this will be carried out prior to confirmation of employment.

Details:

**Section D- Education and Training**

Please list examination passes achieved at school or in further education

**Candidate No.**

|  |  |  |
| --- | --- | --- |
| Qualification / level | Subject | Grade |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

Please provide details of any higher education undertaken

|  |  |  |
| --- | --- | --- |
| University or college | Degree or qualification obtained | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide details of any professional qualifications held and not listed above

|  |  |  |
| --- | --- | --- |
| Qualification | Relevant body | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other training relevant to this application** | | |
| Name of Course | Provided by | Duration |
|  |  |  |

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**Section E – Employment Record**

**Candidate No.**

**Present or most recent employment**

Name and address of employer: Post:

Dates employed: Reason for leaving:

Salary:

Notice required:

**Summary of your duties and responsibilities related to the above post**

**Candidate No.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment** (Please continue on additional sheet if necessary) Make sure you account for any gaps in your employment record. | | | | |
| Name and address of employer and nature of business | Dates | | Post title and brief details of main duties | Reason for leaving |
| From | To |
|  |  |  |  |  |

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**Section F – Supporting Statement**

**Candidate No.**

In this section please tell us about your previous experience of each of the Principal Areas of Responsibility for this post and cite specific examples of how you have demonstrated the Key Competencies required. Please continue on a separate sheet if necessary.

**Candidate No.**

**If the person specification for the role applied for requires a driving licence:**

Do you hold a current full driving licence? Yes No Do you have access to a car? Yes No

**STORAGE OF SENSITIVE INFORMATION**

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Acredale House.

We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.

I authorise the collection of this information by Acredale House so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Acredale House, by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Signature Date

**DECLARATION**

I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results and a probationary period. I authorise Acredale House to verify information contained in this application via telephone, e-mail, fax or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions, health information and/or other details provided should this be necessary.

Signature Date

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**Section - G**

**Equalities Monitoring Form**

**Mark your answers with an X**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your gender?** | | | |
| Male | Female | Transgender | Prefer Not To Say |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Age:** | | | | | | |
| 16-25 | 26-35 | 36-45 | 46-55 | 56-65 | 65+ | Prefer Not To Say |

**What is your date of birth?** Prefer Not To Say

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which of the following options best describes how you think of yourself?** | | | | |
| Heterosexual/Straight | Gay/Lesbian | Bisexual | Other | Prefer not to say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What religion, religious denomination or body do you belong to?** | | | | |
| None | Church of Scotland | Roman Catholic | Other Christian | Muslim |
| Buddhist | Sikh | Jewish | Hindu | Pagan |
| Other, please specify: | | | Prefer Not To Say | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have a physical or mental condition or illness lasting or expected to last 12 months or more?** | | | |
| Yes | No | Don’t Know | Prefer Not To Say |

|  |  |
| --- | --- |
| **Does this condition affect you in any of the following areas?** | |
| Vision | Mental Health |
| Hearing | Stamina, fatigue or breathing |
| Mobility | Learning, understanding or concentrating |
| Dexterity | Socially or behaviourally |
| Memory | None of the above |
| Other, please specify: | |
| Prefer not to say | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your ethnic group?** | | | | |
| Choose ONE section from A to F, then mark with an **X** that which best describes your ethnic group or background | | | | |
| A - White | | | | |
| Scottish | Other British | Irish | Romany Gypsy | Irish Traveller |
| Other white ethnic group, please specify: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| B– Asian, Asian Scottish or Asian British | | | |
| Pakistani, Pakistani Scottish or  Pakistani British | Indian, Indian Scottish or Indian  British | | Bangladeshi, Bangladeshi Scottish or  Bangladeshi British |
| Other, please specify: | | | |
| C – African | | | |
| African, African Scottish or African British | | | |
| Other, please specify: | | | |
| D –Caribbean or Black | | | |
| Caribbean, Caribbean Scottish or Caribbean British | | Black, Black Scottish or Black British | |
| Other please specify: | | | |
| E – Other ethnic group | | | |
| Arab, Arab Scottish or Arab British | | | |
| Other, please specify: | | | |
| F – Prefer not to say | | | |
| Prefer not to say | | | |

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