



BARNET MENCAP
JOB DESCRIPTION

JOB TITLE: Deputy Manager
SECTION: Equality Housing
REPORTS TO: Manager
LOCATION: 35 Hendon Lane, Finchley, N3 1RT

CONTEXT AND PURPOSE OF JOB:

To assist the Manager, Equality Housing on specified aspects of running Equality Housing and deputise in the absence of the Manager internally and at liaison meetings with other agencies. To work in partnership with the Equality Housing Support Team, the tenants, statutory agencies and other organisations to ensure the tenants' physical, social and emotional well-being and to promote their development in living independently and participation in the decision making of the organisation.

QUALIFICATION:

To have NVQ5 or equivalent qualification or to work towards this qualification whilst in the role

MAJOR DUTIES AND RESPONSIBILITIES:

Accountability

The Deputy Manager is accountable in the first instance to the Manager of Equality Housing and ultimately to the Board of Directors of Barnet Mencap.

The main areas of this post fall into the following areas:

Tenants

- To ensure that tenants' views on all aspects of the service offered to them by Equality Housing are taken into account.
- To handle tenant complaints.
- To participate in the support timetable for tenants when cover is required.

- Chair meetings of tenants at the shared houses.
- To chair tenants' annual planning meetings.
- To monitor agreed goal setting for tenants.
- To advocate with other profession to secure adequate funding for individuals

Properties

- Liaise with Housing Associations regarding repairs and redecoration in the shared houses and monitor satisfactory outcome of the work requested.
- To be responsible for the weekly, quarterly and annual fire alarm and Health and Safety checks and procedures in the shared houses and other properties and ensure all necessary recording is maintained.
- To monitor electrical and gas safety checks in the shared houses.
- To maintain with the Manager of Equality Housing the information required on property management for internal and external monitoring procedures.
- To prepare an annual schedule of replacements, renewals and redecoration in all properties to be approved by the Equality Housing Committee.
- Liaise with Housing Association regarding any necessary adaptation
- Carry out the fire risk assessment and property risk assessments for the shared houses and ensure actions carried out
- Organise gardener

Administration

- To ensure that Equality Housing recording, administration and computer records are kept up to date.
- To ensure long term outcome monitoring is completed on time.
- Confirm and Audit weekly job cards
- Manage our IT devises through Miradore

STAFF MANAGEMENT

Supervision

- To supervise the work of Community Link Workers
- Carry out staff observations
- To provide support to the Support Tenants in the shared houses if cover needed
- Chair Team Meetings and arrange cover.

HEALTH & SAFETY

- Ensure that Health and Safety policies and procedures are maintained at all times.
- Book Health and safety checks for the shared houses and carry out actions
- Attend health and Safety meetings

FINANCIAL RESPONSIBILITY

Finance

- To monitor house kitties held by Equality Housing for tenants.
- To record and monitor any loans made to tenants.
- To monitor and record Equality Housing float and maintain record or work card use

EQUAL OPPORTUNITIES

Actively promote equal opportunities policies and anti-discriminatory practices at all times.

PROMOTION OF SERVICE

It is expected that the post holder will perform the role in a way which furthers the values of the organisation with reference to Customer Care, Equal Access and Opportunity and Quality of Service provided. This includes promoting vacancies we have in our properties as they arise.

FLEXIBILITY

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Working Hours and Cover arrangements

- The availability to work a flexible 35 hour week, including evenings and possibly weekends should the need arise.
- To accept and respond to out-of-office hours, emergency calls by tenants experiencing difficulties themselves or emergencies in the properties.

GENERAL

The duties and responsibilities of this post may change over a period of time. Only if significant additional duties or responsibilities as required will render the grade of the post liable for re-evaluation.

Training

- To monitor appropriate training courses for the Community Link Workers and draw up an annual schedule.
ensure reflective logs completed
- To undertake own training appropriate to the requirements of the post.

Own Supervision and Personal Development

- To participate in regular supervisory and appraisal meetings with the Manager of Equality Housing.
- support staff with care certificate learning

Recruitment

- To be responsible for the recruitment of Support Tenants for the shared houses.
- To participate in the recruitment of Community Link Workers with particular responsibility for the induction programme.

Additional

- To undertake any other duties which may be necessary as part of the Deputy Manager role.

Job description EQH Dep Man 2024