

## **Deputy Manager – VALUES Learning Disabilities Service**

**Leicester City Centre, LE1**

**£33,721 pa, Full-Time, 35 hours**

This is rare opportunity to work with a sector leading Charity helping to change lives for the better. Our VALUES Team works to help people with learning disabilities in Leicester to be independent, make new friends and have fun.

We are seeking a Deputy Manager with established experience of supporting people with learning disabilities. You will work as part of a fast paced service but also independently ensuring high service levels.

You will work closely with your peers and the Team Manager undertaking the planning, resourcing and management of day to day service co-ordination and delivery of a high quality, compliant and fast growing VALUES Service for people aged 16+ with a learning disability.

Line managing a team of Support Workers you will ensure highest service standards, compliance and best practice in service delivery. Regular presence and timely liaison with clients, families, social workers and support staff is a key requirement as well as covering response to incidents, stepping in for staff cover. Inducting, training and developing staff will be a key requirement.

You will also support the Team Manager in completing office, finance and administration tasks such as updating service plans, writing letters, purchase orders and invoicing.

A detailed job description and person specification for the role can be found here <https://valonline.org.uk/work-for-val/>

*This is a great opportunity to work for a sector leading, diverse and ambitious organisation, with a vision for growth. The successful applicant will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave plus bank holidays and a 6% employer pension contribution.*

**To Apply - Please submit a CV and Cover Letter demonstrating your relevant skills, experience and interest for the role.**

**Closing date:** Wednesday 16th November 2022, midday

**Interview date:** 23<sup>rd</sup> November 2022

For an informal discussion regarding this post, please contact Ben McKeown [ben.m@valonline.org.uk](mailto:ben.m@valonline.org.uk)