

Deputy Manager – VALUES Learning Disabilities Service

Leicester City Centre, LE1

£34,813 pa, Full-Time, 35 hours

This is a 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 35 hour working week, a flexible and supportive working environment, 25 days annual leave (rising to 30 days after two years) plus bank holidays, wellbeing days, enhanced maternity and paternity pay and a 6% employer pension contribution.

How to Apply

If you feel that you have the passion for this role, we would love to hear from you! Your application should include your CV together with a supporting statement about why you are the right person for the role (**maximum 2 sides of A4**)

- It is important through your CV and statement of suitability that you evidence your career history, key achievements and explain your motivation for applying.
- Your statement should evidence your suitability for the role, making reference to the criteria set out in the job description and person specification.
- Please ensure that your statement explains any service gaps in your CV. Do let us know in advance of any specific support or adjustments should you be called for

interview as well as any dates that you will not be available, taking into account the recruitment timeline.

Applications should be sent to:

recruitment@valonline.org.uk no later than **5pm on Monday 12 August 2024**

Closing date: Monday 12 August 2024, 5pm

Interview date: week commencing 19 August 2024

For an informal discussion regarding this post, please contact Ben McKeown
ben.m@valonline.org.uk