



A social enterprise reinvesting in the people that matter

# Service Manager Vacancy

## Holt Community Hub

Are you looking for a new and exciting opportunity?

We are looking for a passionate, flexible, highly motivated, innovative and committed Service Manager to join our team within our community services at Holt.

Salary: £26,470.00 to £28,221.00 per annum  
Contract type: Permanent  
Position: Full time 5 days a week

We want you to bring your unique set of skills and experience to Independence Matters.

You will lead the delivery of outstanding services in accordance with legislation, regulatory standards and contractual requirements.

You will be responsible for ensuring service levels are consistently excellent, and that new business is integrated into the service in accordance with those high standards, whilst also ensuring all governance monitoring, reporting and actions are completed as required, acting with integrity; value, respect and promote equality, diversity, dignity and inclusion.

We recruit on values and train on skills, using a values-based safer recruitment process.

Should you be successful with your application you will be invited to attend Part 1 of the Values Based Recruitment Process - Assessment Day on Wednesday 10 April 2019 at Holt Community Hub.

We respect diversity and welcome your application.

## **Benefits**

- Comprehensive training and personal development.
- Employee wellbeing benefits.
- 20 days annual leave plus 8 recognised public holidays.

## **Essential Skills**

- Proven experience of being a leader and manager with evidence of coaching and mentoring others to achieve desired outcomes.
- Relevant Health and Social Care experience.
- Understanding Quality Assurance Frameworks for regulated services.
- Evidence of change management and resilience building.
- Good ICT skills and competency using Microsoft Office.
- Evidence of ability to successfully communicate with a range of different audiences.
- Able to demonstrate the ability to work on own initiative.
- Full driving licence and access to own car.
- Flexibility regarding working hours to participate in an out-of-hours on-call rota (weekends and/or evenings).

## **Desired Skills**

- Health and Social Care Level 5 Diploma or an equivalent qualification.
- Working knowledge of Children and Adult and Mental Health Services frameworks.

## **How to apply**

To apply, please [visit our website](#) and download an application form.

Completed application forms should be forwarded to [dawn.saylor@independencematters.org.uk](mailto:dawn.saylor@independencematters.org.uk)

For an informal chat about the post, please contact Dawn Saylor, Operations Manager, on 07452 939964.

**Closing date for applications: 5<sup>th</sup> April 2019**