

Job Description



Job Title: Zonal Manager, Supported Accommodation

Scale: Point 46-56 Currently £35,980.16 to £44,983.12 per annum (Plus bonus of up to 2k per annum based on occupancy)

Sleep In Rate: £50.00

Hours: 37 per week

Overall Purpose: To manage a Zonal Cluster of Supported Houses for Care Leavers and to assist the Service Manager as directed.

Responsible to: Service Manager

Reports To: Asst Service Manager, Service Manager / Head of Service / NI (as directed)

Role:

1. Behave in a professional manner at all times with sensitivity, dignity and respect towards young people staff, other professionals in accordance with the role.
2. Support and deputize for the Service Manager as necessary and when required.
3. Provide out of hours on call cover on a rota basis to offer appropriate management support as necessary.
4. Ensure you have a good understanding of the Supported Accommodation Regulations including Quality Standards as outlined by Ofsted (2023).
5. Assist with devising individual and team learning and development plans in conjunction with professional and organisational requirements.
6. Effectively manage the annual leave and absences of all staff within your zone.
7. Ensure all policies and procedures in relation to the service, staff and others (professionals & visitors) are implemented within the relevant zone.
8. Partake in Safer Recruitment process in conjunction with Admin / HR.

9. Conduct regular supervision, probation and appraisal reviews at appropriate intervals to monitor and address staff performance.
10. Delegate tasks and duties to Senior Support and Support staff as necessary to maintain the duties and responsibilities of the service.
11. Ensure Residents Meetings take place and minutes are checked, maintained and distributed.
12. Manage allocated budgets, finance, petty cash and expenditure in accordance with the Companies financial policies and procedures.
13. Ensure the implementation of all designated areas of the young person's pathway plan in accordance with Leaving Care Regulations (Leaving Care Regulations 2010).
14. Ensure all bound books are maintained, monitored, checked and kept up to date.
15. Ensure all young person personal files are appropriately maintained, checked and monitored.
16. Ensure implementation, review & monitoring of Young Person Independent Living & Support Plans as required.
17. Chair regular team and zonal meetings.
18. Ensure new staff undertake Induction & Probation training programmes.
19. Ensure the health and safety of all young people, staff and members of the public by conducting and responding to regular hazard and risk assessments.
20. Ensure that confidentiality is maintained at all times with regards to organisational policies in respect of young person and staff.
21. Check and monitor all staff records in relation to daily tasks, housekeeping and health and hygiene.
22. Attend or designate attendance to appropriate staff members for the attendance of all relevant multi-agency professional child / family & young person care planning, reviews and meetings.
23. Promote equality at all times in respect of standards of care, staff behaviour and performance.
24. Manage staff disciplinary and grievance issues and address poor performance.

25. Take responsibility for own learning and developmental needs and ensure implementation of own Individual Development Plan.
26. Attend supervision / consultation sessions on an agreed basis with your Line Manager.
27. Ensure preparation for internal and external audit and inspection purposes.
28. Compile rota's to ensure appropriate staffing cover and provide reasonable support cover when required.
29. Carry out all other duties as deemed necessary to ensure the highest standards of support for young care leavers at all times.

Compiled by: HR/Office Manager

Reviewed: April 2025

Important Note.

Ordinarily this post is 'non-operational', however under exceptional circumstances the post holder may be required to undertake direct support duties in order to maintain standards of service.

The work of Inspire CS Group is both varied and challenging, which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

In the event of a candidate for this post not holding an NVQ Level 4 or ILM level 5 or equivalent, there must be a commitment to achieving this award within the scheduled timescale for the award. Details of training requirements and remuneration (where applicable) will be outlined in the employment contract.

Inspire CS Group requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory enhanced criminal records bureau check. Inspire CS Group operates a culture of awareness and all staff will be subject to thorough reference checks.

Person Specification

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Requirement	Essential	Desirable	Where assessed
Skills	<ul style="list-style-type: none"> • Excellent communication • Excellent organisational skills • Excellent record and report writing skills • Ability to work in partnership • Financial Management • Supervision • Genuine commitment to the welfare of service users • Committed to Anti Oppressive practice • Honesty, Tolerance, Trustworthy, Flexibility 	<ul style="list-style-type: none"> • Performance Management • IT Skills in word & excel 	Application & Interview Written Exercise Presentation
Knowledge	<ul style="list-style-type: none"> • Children Act 1989 / 2004 • Leaving Care Act 2000 • Leaving Care Regulations 2010 • Equality Act 2010 • Data Protection Act 1998 • Human Rights Act 2000 • Working Together 2013 • Supported Accommodation Regulations including Quality Standards 2023 	<ul style="list-style-type: none"> • Key Govt Policies & initiatives on Leaving Care 	Application & Interview Presentation

Values / Attitude	<ul style="list-style-type: none"> • Absolute commitment towards improving outcomes for young people leaving care • Value difference and diversity • Committed to anti oppressive practice • 'Can Do' Attitude 		Interview Presentation
Qualification	<ul style="list-style-type: none"> • NVQ Level 4/5 Residential or Leaving Care Management or equivalent (or working towards) 	<ul style="list-style-type: none"> • Degree / DIPSW in Social Care • EDL (IT) 	Application & Interview
Experience	<ul style="list-style-type: none"> • 4 yrs experience in a social care setting 	<ul style="list-style-type: none"> • Experience of management within a setting with young people 	Application & Interview
Professional Development	<ul style="list-style-type: none"> • Committed to own professional development • Committed to the professional development of other staff 		Interview
Other	<ul style="list-style-type: none"> • Full UK Driving License 		Application & Interview