



Co-worker Manager Job Description

Contracted hours: Monday to Friday 8:30 am to 4:30 (37.5 hours per week)

Contract type: Permanent **Pay scale:** £33,462

Reports to: Executive Director **Supervises:** Support Workers and Bank Staff

1. Purpose Statement

The Prospects Trust is a charitable social enterprise that supports adults with additional needs, known as Co-workers, to develop life and independence skills through hands-on learning at Snakehall Farm, with the Garden Team in Reach and at Prospects Trust Unwrapped in Ely. The Trust ploughs all profits in the charity to further benefit Co-workers.

The Jobholder will be the primary point of contact for all Coworker related matters. This is a central role to the senior management of a Co-worker First charitable organisation, ensuring opportunities, engagement and a caring environment is accessible to people with additional needs.

2. Summary of Main Responsibilities

- a. To ensure Co-worker First is the organisational standard across all activities, projects and teams
- b. Oversee all Co-worker placements within The Trust, from recruitment, induction to measuring achievements, supporting challenges and developing strategies of support
- c. To implement operational HR systems daily
- d. To participate fully in the day to day running of The Trust, taking responsibility for decisions in all areas of the organisation with a specialist focus of Co-worker Placements
- e. Be the Coworker Advocate in all organisational decision making
- f. Handle HR, health, Co-worker and other personal or commercially sensitive information with the highest level of confidentiality and integrity, accessing and sharing it only where authorised and necessary for the task
- g. Support the development of The Trust in conjunction with The Trustee's Strategic Focus and Annual Planning as set by The Executive Director and Board of Trustees
- h. To be accountable to The Board of Trustees, Executive Director and work collaboratively with the Senior Management Team to lead the charity operationally

3. Co-Worker Responsibilities

- a. Manage placements and schedules of Co-workers
- b. Recruit new Co-workers into vacant spaces across all teams, ensuring person centred care and placement funding secured
- c. Manage the Coworker Placement referral process and maintain waiting list
- d. Liaise with parents and carers in an informative, professional and responsive manner
- e. Liaise with social workers and co-ordinate organisational attendance at reviews
- f. Oversee the Co-worker Record Management (CRM) Software recording of Co-worker progression and goals and ensuring all records are accurate and up to date
- g. Ensure that Registers, Coworker Key Data and End of Day Summaries are completed daily

- h. Ensure that the needs of the Co-workers are met at all times, and that all decisions made are person centred
- i. Facilitate a Positive Behaviour Support Approach, leading on internal PROACT-SCIPr-UK® training to ensure staff and Coworkers are well supported at all times at The Trust
- j. Ensure that external Support Workers are adhering to organisational standards and values and their Coworkers are engaged in meaningful activities linked to The Prospects Trust
- k. Proactively represent The Trust, and negotiate Co-worker centred care with commissioning bodies
- l. Lead on new and meaningful Coworker activities including wellbeing initiatives, seasonal projects and experiences

4. Line Management responsibilities

- a. Facilitate the Recruitment and induction of Co-worker focused staff roles including Bank Staff
- b. Conduct regular supervisions of all direct reports
- c. Provide 1:1s as required to Support Worker staff
- d. Lead on HR issues in the SMT that arise within the staff team
- e. Regulate the Mandatory Staff Training Programme, both e-learning and face to face
- f. Ensure absence cover across all teams and projects at Snakehall Farm
- g. Facilitate and be a proactive member of the Co-worker Committee (held quarterly)
- h. Create regular staff communication using BreatheHR
- i. Facilitate and participate in the social calendar of The Trust

5. Senior Management Responsibilities

- a. Work flexibly and in close co-operation with Senior Management Team to maintain the smooth running at The Trust.
- b. Proactively encourage a friendly working atmosphere in line with organisational ethos and values
- c. Oversee Placement and cover staffing costs, with a focus on maximising placement income and regulating staffing costs
- d. Participate fully and actively in the review, planning and policy making of The Trust, attend monthly Management Meetings, attend Trustee Management Committee Meetings (outside of core working hours), be an active member on the allocated Sub-Committees, at such times that reasonably suit The Trust
- e. Ensure effective and positive communication is maintained at all levels of the organisation
- f. Maintain accurate written records for funding bodies, sponsors, and auditors
- g. Attend key events throughout the year being an advocate for The Trust in public facing events
- h. To carry out other responsibilities from time to time in accordance with the changing needs of The Trust
- i. Embody the Values of The Trust in all daily tasks and within the wider community

Person Specification

Qualifications and Knowledge	• Relevant qualification or equivalent experience in social care, education or related field • Proven Management experience • Good understanding of person-centred support for adults with additional needs. • Experience in using and delivering Proact SCIPR or equivalent PBS, or a willingness to undertake training within Induction Period (6 months) • Knowledge of safeguarding at a management level • confidentiality, equality, health and safety, and relevant care legislation. • Knowledge of staff supervision, recruitment, induction, absence management and training requirements. • Good understanding of accurate record-keeping and data protection. • Care Certificate or a Health and Social Care qualification or equivalent
Experience	• Experience working within a charity, social enterprise or day-opportunity service. • Experience supporting adults with additional needs. • Experience managing or supervising staff, including conducting one-to-ones and performance discussions. • Experience coordinating placements, rotas, staffing cover or service delivery. • Experience liaising professionally with families, carers, social workers and external agencies. • Experience maintaining confidential records and using digital record-management systems. • Experience contributing to operational planning, policies and senior-management decisions. • Experience managing budgets, staffing costs or service income. • Knowledge of commissioning arrangements and funding processes. • Experience planning wellbeing activities, events or meaningful programmes for adults with additional needs
Skills and abilities	• Strong leadership and people-management skills. • Excellent verbal and written communication. • Ability to advocate confidently for Co-workers and keep their needs central to decisions. • Strong organisation, prioritisation and problem-solving skills. • Ability to manage competing demands and respond calmly to changing circumstances. • Ability to build constructive relationships with a wide range of stakeholders. • Competent IT skills, including email, Microsoft Office and HR or care-management systems. • Knowledge of BreatheHR • Use of CRM Databases for record keeping • Ability to produce accurate reports and maintain clear, timely records. • Confidence delivering training, chairing meetings and representing the organisation publicly. • Full driving licence and access to transport, as travel between the Trust's sites is required.

HQ: The Prospects Trust at Snakehall Farm, Swaffham Road, Reach, Cambridge, CB25 0HZ
Prospects Trust Unwrapped, Lynn Road, Ely, Cambs. CB7 4EG
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Certified by the Organic Farmers & Growers Regulated by The Fundraising Regulator

Reg. Charity No 1048584 Co. Ltd by Guarantee 3087221 Organic Registration Number UKF003870

Personal qualities	• Demonstrable commitment to dignity, choice, independence and inclusion. • Caring, patient, approachable and respectful. • Professional, discreet and able to maintain appropriate boundaries. • Proactive, dependable and accountable. • Collaborative and committed to positive team working. • Flexible and willing to attend occasional meetings or events outside normal working hours. • Commitment to the Trust's values and charitable purpose. • Great sense of humour and ability to inject fun into the everyday for our people
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