

# Festina Lente : Team Leader



## *Festina Lente Mission Statement*

*Festina Lente provides a unique range of equestrian and horticultural activities, training, recreational events and employment services options with a strong emphasis on social inclusion, choice and personal development*

**Job Title:** Team Leader with Saol Anois Adult Day Service  
**Location:** Old Connaught Avenue, Bray, Co Wicklow  
**Reporting to:** Manager of the Training and Day Services Programme  
**Responsible to:** Chief Executive Officer

**Main purpose:** The overall purpose of the Saol Anois Team Leader's role is co-ordinating the day to day functioning of the service and supporting the staff in their delivery of the Health Services Executive (HSE) funded Day Service in line with HSE New Directions Quality Framework. In addition, a key purpose is to support the Manager of the Training and Day Service in his/her overall responsibility for this service.

**Position Summary:** The role of the Saol Anois Team Leader is suited to those with a health and social services, disability management, allied health and social care and /or psychology background with solid experience of an HSE Adult Day Service in line with the HSE New Directions Quality Framework. The role is suited to those with proven experience of effective leadership and change management skills in relation service delivery and co-ordinating activities within a team setting. It is suited to those with some experience in supervising staff and keen to progress to a more senior supervisory role. Experience of implementing services in line with New Directions in the context of Adult Day Services is essential.

## **JOB DESCRIPTION: Key responsibilities of this position include:**

### **Day Service**

To co-ordinate the day to day service delivery of the Saol Anois Day Service in line with New Directions Policy together with co-ordinating continuous improvement plans as appropriate

- To ensure programmes are planned, delivered, reviewed and continuously developed in line with New Directions Policy.
- Review timetables and programmes where appropriate
- Co-ordinating and leading a team in achieving strategic planning goals as they relate to the Adult Day Service
- Key working responsibilities of a small group of Service Users

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## Additional duties include:

### 1. Day Service

- To ensure that the men and women of the Adult Day Service have access to supports for maximising independence and for learning, education and employment
- To ensure that weekly timetables are developed in conjunction with staff ensuring maximum efficiency in the context of available resources
- Ensuring behaviour support plans are developed and updated as appropriate
- Overseeing the timetabling of person centered planning meetings and progress reports
- Overseeing the day to day petty cash is in line with policy
- Ensuring that there are effective communications in place to support the smooth running of the Day Service
- Key liaison person between Manager and Day Service staff
- Key liaison person between other departments
- Ensuring maximum efficiency of available resources
- Prepare a quarterly status update report for the Training and Day Services Manager.
- Co-ordination and usage of vehicles including the overseeing of vehicle maintenance
- Development and implementation of Housekeeping Policies
- Overseeing the development, implementation and evaluation of the Policy on File Management
- **To undertake any other reasonable duties which may be assigned to you by the Chief Executive Officer**

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

### Essential Criteria:

- An appropriate third level qualification in a related field e.g. health and social services, disability management, allied health and social care, psychology and /or special education.
- Experience of supporting people with disabilities or those experiencing social and/or economic exclusion (minimum 2 – 5 years) in line with the National Framework of Qualifications or similar.
- Experience of implementing person centered planning (minimum 2 - 5 years)
- Experience of developing behaviours support plans (minimum 2 – 5 years)
- Experience of supervising and motivating people (minimum 2 – 5 years)
- A strong ability to self-manage in a dynamic environment (minimum 2 – 5 years)
- Committed to on-going self and professional development
- Excellent interpersonal and communication skills and specific personal attributes- *please see description below.*
- Welcomes change and is committed to encouraging continuous improvement and learning
- Manages workload effectively while responding flexibly to new demands.
- Have the capacity to integrate well with, and contribute to, an evolving organisation
- Has a good knowledge of IT systems and is computer literate
- Hold a full clean Irish Driving License

### Personal attributes

- Excellent communication and interpersonal skills

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- An ability to maintain calm and composed in a busy and demanding environment
- Confidence in one's own strengths and ability
- Willingness to learn and an openness to alternative approaches
- Highly organised, with a high level of concentration and attention
- Committed to working hard
- Proven ability to work on own initiative within a flexible, co-operative team structure
- Solution focused
- To demonstrate professionalism in required to represent the organisation at external events
- Fluent English is required
- Ability to work to deadlines

### **CONDITIONS OF EMPLOYMENT**

**Salary:** As per HSE Snr. Supervisor Role (Specialist Agency) 30,442 to 42,722 (11-point scale)

**Pension:** Employees have access to PRSA scheme

**Hours:** 39-hour week: 08.00-4.30pm with a 45minute lunch break at 1.00pm Monday to Friday.

**Travel & Subsistence:** There will be a requirement from time to time to travel outside normal working hours. Travel will be paid in accordance with Festina Lente travel rates in the event that a company vehicle is not available for use.

**Annual Leave:** Annual leave will be 23 working days, pro rata, exclusive of public holidays. Compulsory annual leave may apply to facilitate closure of services for service user holidays.

**Duration of contract:** Permanent Contract

**Location of the position:** Old Connaught Avenue, Bray, Co. Wicklow

**Other:** Offer of employment will be subject to a satisfactory assessment by a Driving Instructor nominated by Festina Lente.

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## HOW TO APPLY

Informal enquiries can be made by contacting Sabrina Tierney at [Sabrina.Tierney@festinalente.ie](mailto:Sabrina.Tierney@festinalente.ie) or phoning 01 272 0704 (ext.207).

Closing Date for Applications: 9<sup>th</sup> March 2018

First interviews will be held on 3<sup>rd</sup> of April 2018

Second interview will be held on Thursday 12<sup>th</sup> April 2018 (as appropriate)

Please note that interviews will consist of a panel

## SELECTION PROCESS

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description. A panel may be formed from this process.

A file may be formed for future vacancies.

## FESTINA LENTE CHILD PROTECTION POLICY / GARDA VETTING / MANDATORY DECLARATION

Garda Vetting for all employees and volunteers is compulsory and those candidates invited for interview will be asked to complete a Garda Vetting form for submission at that time.

The successful candidate will be provided with a copy of the Festina Lente Child Protection Policy and will be required to sign their acceptance of the contents of this document.

A Mandatory Declaration Form must be signed in advance of commencement of employment.

*Festina Lente is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society*