

RECRUITMENT INFORMATION PACK

Supported Accommodation Manager – Group Living Service

Hours: 35 per week

Salary: £33,275

Annual Holidays: 6 weeks plus statutory bank holiday holidays

Location: Group Living Services (GLS) – Wyke, Bradford



Being part of an organisation that makes a difference - Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with people of all ages, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people. We offer support for people living in their own homes and we run a training centre that helps people find work or develop skills for everyday life.

Horton Housing is committed to equality, diversity and inclusion (EDI) and providing services that are inclusive and accessible for everyone.

OUR PEOPLE

Horton Housing Association (HHA) is committed to being a great place to work for everyone who works here, and we get some really positive feedback from our colleagues.

In our recent annual colleague survey, more than 9 out of 10 respondents told us that:

- They had a good relationship with their line manager
- HHA's values align with their own
- They believe that Horton's work positively impacts people's lives
- They feel involved in their work.

And when we asked some of our colleagues about the best part of working at HHA here's a snapshot of what they told us.

- *"The people. The people I work with. Every person's different and that's what I like about it, and I like watching people changing their lives."*
- *"The Training is the best bit of it. It equips you to do the job role as successfully as you can. It's very rewarding, it's been fantastic, I wouldn't change it for the world."*

In short, we care about people. We work hard to be a great place to work, so that we can improve lives together.



About the department

The Group Living Services (GLS) provide short-term accommodation and support for young people who are leaving care or are unaccompanied asylum seeking children in need of accommodation, aged between 16 and 18. This service provides support to young people to help them develop independent living skills. We support the young people with tenancy management, money management, education and training, drug and alcohol problems, mental health, and offending behaviour. We create a safe, supportive and empowering environment for young people within the Group Living Service enabling them to move on to independent long accommodation.

Message from the Recruiting Manager

This is an exciting opportunity to join our team. We are looking for a passionate manager for our Supported Accommodation Service based in Wyke, Bradford. Providing support for young care leavers aged between 16 and 18 years old who are looked after children, including unaccompanied asylum seeking children.

The team consists of six support workers who are really friendly and supportive of each other, provide a welcoming environment and have a wide range of knowledge and experience to offer.

The role is varied and dependent upon the needs of the young people we are supporting at the time, no two days are the same and at times it can be challenging as well as rewarding.

We are looking for someone who is really passionate about achieving the best outcomes possible for the young people we support, who can act as an advocate for them, has an understanding of the challenges they face and support staff to maintain a homely and welcoming house, listen to the voice of the child and maintain paperwork in accordance with the Ofsted regulations.

The role requires flexibility in working hours, including days, evenings, weekends and Bank holidays. If this is you then you will fit right in.

I look forward to hearing from you.

- Esther Douglas



Job Description

REPORTS TO: Scheme Manager

We are a registered Supported Accommodation provider of short-term accommodation and support for care leavers aged between 16 and 18, including unaccompanied asylum seeking children in need of accommodation.

This service supports young people to develop their independent living skills. We support the young people with tenancy management, money management, education and training, drug and alcohol problems, mental health, and offending behaviour.

We create a safe, supportive and empowering environment for young people within the Supported Accommodation, enabling them to move on to independent long accommodation.

The service is staffed 24 hours a day, 365 days a year.

RESPONSIBILITIES

- Ensure the group home is effectively managed and operates within the required regulatory standards and achieves positive outcomes for our young people
- Work with the Registered Service Manager and wider team to ensure that the Ofsted regulatory standards and the contract requirements are met and adhered to at all times
- Work with the team to ensure that safeguarding young people is at the heart of everything the service does
- Work with the team to ensure that young people are equipped with key skills to enable them to maintain their tenancy and make choices that will enable them to live independently and achieve successful outcomes
- Lead, manage and motivate the team, working with them to plan and prioritise their workloads, set objectives, review performance and provide support, training and development opportunities, which continually improve their performance and results
- Participate in internal audits and external audits undertaken by the Commissioning Team and Ofsted
- With the Registered Service Manager, design and implement action plans to address any recommendations from audits
- Ensure that your professional boundaries and those of your team are maintained at all times
- Ensure that you and your team, demonstrate commitment to ensuring and promoting equality, diversity and inclusion, treating others with dignity and respect at all times
- Actively promote the service, liaising with Social Services & Leaving Care workers to accept appropriate referrals and manage the smooth transition of young people to the scheme
- Promote and maintain positive working relationships with outside agencies and actively participate in relevant external meetings when required



- Ensure effective housing and tenancy management, including Health and Safety, collection of service charges repairs and maintenance and managing occupancy agreements
- Promote 'good neighbour' relationships between young people and address any issues with neighbours
- Accurately maintaining administrative and performance records as required by the organisation, analyse and interpret performance data in order to further develop the service
- Ensure effective financial management of the scheme, operating within budget and in accordance with the requirements of the organisation's Financial Regulations.
- Demonstrate a commitment to the organisation's vision, values, aims and core objectives
- Contribute to the development, implementation and review of HHA's policies and procedures
- Undertaking the above duties in accordance with Horton Housing Association's policies
- Perform any other duties from time to time that may reasonably be required

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.



Person Specification

ESSENTIAL

Essential for Horton Housing:

- Ability to maintain professional boundaries
- Commitment to Equality, Diversity and Inclusion
- A willingness to undertake any further training required
- Ability to work flexibly to meet the needs of the service/department
- A full UK driving licence and use of a car for work purposes
- Enhanced DBS check before start

Essential for the role:

- Ability to work flexibly on a rota including weekends and bank holidays
- Hold a level 4 or 5 NVQ qualification in Health and Social Care with Children and Young People (or equivalent qualification) or the willingness and ability to undertake this qualification once in post
- Ability to manage, support, motivate and lead a team
- A good understanding of the issues and challenges relating to unaccompanied asylum seeking children, care leavers and looked after children
- A good knowledge of safeguarding and experience of dealing appropriately with safeguarding issues
- Experience, knowledge and understanding of Supported Accommodation
- Experience of co-producing person-centred support plans, risk management plans and case records with young people
- An understanding of the importance of keeping accurate records
- Experience of strong partnership working including liaising and working closely with a range of housing providers, support services, statutory and non-statutory agencies.

DESIRABLE

- experience of working in an environment that is Ofsted registered and/or have an understanding of Ofsted requirements (for accommodation settings)
- Experience of housing management including health and safety, repairs and maintenance, property checks, tenancy agreements, etc.



Our Values



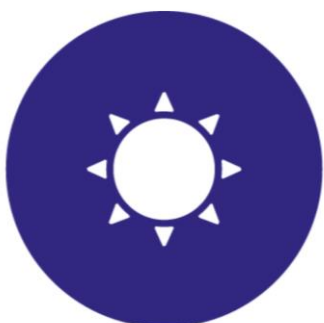
Be Supportive

We are kind, helpful and caring. We create safe spaces where people are listened to with compassion, empathy and understanding.



Be Respectful

We are inclusive and approachable. We work together in an open and transparent way to build trust and understanding.



Be Bold

We are positive, empowering and resilient. We are ambitious and work flexibly to provide opportunities for growth.

Our Commitment to Equality, Diversity and Inclusion

HHA aims to be an equal opportunities employer. HHA is committed to ensuring that no job applicant or colleague receives less favourable treatment on the grounds of a protected characteristic, criminal history or any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs. To achieve this we are committed to actions that will increase diversity and to encourage applications from candidates who are underrepresented in sections of our workforce. We are a Disability Confident and Clean Sheet Employer.



What can you expect from working at Horton Housing Association?

Community Culture

At Horton Housing, our working culture is one based on trust, respect and inclusion. We focus on open communication, starting from the very top with consistent communication from our Chief Executive Officer (CEO). With regular meetings across schemes and departments, we really are a community who can rely on each other.

Personal Growth

We offer a multitude of development opportunities for our colleagues, including: funded qualifications, job shadowing, secondments, and internal promotions or movements across different schemes and departments.

Wellbeing

We know that work/life balance is at the heart of employee wellbeing. That's why our full time work week is only 35 hours, and we offer flexible working where possible. We also offer 6 weeks holiday (+ Bank Holidays) so you can spend more time doing what you love.

We're partnered with Health Assured to offer you free counselling available 24/7, a confidential helpline, and an app offering a range of wellbeing resources (health plans, meditation, recipes, and podcasts).

Because Financial Wellbeing is as important as mental wellbeing, we also offer an interest free employee loan scheme up to £1200.

Taking Pride in Our Vision

At Horton we always strive to deliver the best and meet the highest standards – whether this be our accommodation, support, maintenance or central services teams. We value the unique skills and experience that each of our colleagues bring to help us achieve our ambitious goals.

Empowering You to Succeed

HHA is a Strength Based Organisation, and just as we recognise the people we support to be experts in their own lives, we recognise our colleagues as experts in their roles – and encourage everyone to work with autonomy and pride. To help you reach your potential with us, we offer a range of internal training courses, including a thorough induction when you start.

Colleague Engagement

There are lots of opportunities to get involved at Horton, with a Wellbeing and EDI group open for anybody to join and have their say. We also post good news and announcements across the organisation on our SharePoint. You may even be interviewed for our quarterly magazine!

Did you know: Our CEO started with HHA as a Support Worker and worked all the way up!



How to Apply

To apply for this role, please complete the application form in full via our website.

We shortlist based on each vacancy's job description. As such, please tailor your application to the person specification, stressing how you meet the essential criteria.

Contact us

Head Office: Horton Housing Association, Chartford House, 54 Little Horton Lane, Bradford, West Yorkshire, BD5 0BS

Telephone: 01274 370689

hr@hortonhousing.co.uk

www.hortonhousing.co.uk



[@hortonhousingassociation](https://www.facebook.com/hortonhousingassociation)



[@HortonHousing](https://twitter.com/HortonHousing)



[@hortonhousing](https://www.instagram.com/hortonhousing)



[Horton Housing](https://www.linkedin.com/company/HortonHousing)

