



People First Dorset

Deputy Manager

- Employer:** People First Dorset
- Posted:** 16th May 2018
- Job Starts:** as soon as possible after interview
- Contract:** Permanent contract, subject to performance
- Hours:** Part time (flexible 8hrs per week)
- Salary:** £27,105 - £34,184 pro rata (depending on experience)
- Location:** Dorchester, Dorset (county-wide travel required)

For more information or an informal chat, please contact us on 01305 257600, leaving your name and number, and we will call you back.

How to Apply: CV and covering letter, each of which to be no more than 2 sides long. Your covering letter should give us clear evidence of how you meet the requirements in the person specification and job description. If you are applying for this and another role, we are happy to receive one covering letter. What we want to see is for you to demonstrate your ability to carry out the role!

Deadline: Applications must be received by 5pm on 31st May 2018:-

- By email: Laura@peoplefirstdorset.org.uk
- By post: Laura Kerr, People First Dorset, 2, Herringston Barn, Dorchester, Dorset, DT2 9PU.

Interviews: will take place on 4th June 2018, at our offices in Dorchester.

People First Dorset: We are a small, dynamic and creative user-led charity, running a variety of different projects, including Speaking Up groups, the Quality Checkers and the Friendship Club. We support people with learning disabilities to speak up and lead change. Find out more about us at www.peoplefirstdorset.org.uk.

This is a fantastic opportunity to join a small, user led and dynamic organisation which is committed to improving the lives of people with learning disabilities. The successful post-holder will work alongside the People First Dorset Manager, to support this role and deputise in their absence. Primary responsibilities will be contracts, policies, overseeing Forum and Quality Checkers projects.

People First Dorset has an excellent and well-deserved reputation for delivering high quality user engagement services. We are seeking to appoint an experienced, motivated and confident individual. Candidates will have knowledge about the lives of people who have a learning disability, plus experience of policy writing and contracts.



You will be expected to work your hours in a flexible way, will have access to a pension plan and the use of a pleasant office, 2 miles north of Dorchester.

Length of Contract

This is a permanent contract, subject to performance. There may also be opportunities to work on other projects, depending on your skills and experience.

Equality and Diversity

People First Dorset employs people and runs its projects in a fair and inclusive way. We value diversity. We work to stop discrimination, bullying and harassment. We promote fairness and equality for all.



Job Description

People First Dorset

Deputy Manager

Main Purpose of Role

It is intended that the appointment of Deputy Manager will support the People First Dorset Manager role, to enable the charity to perform with efficiency in a difficult climate. It will be necessary for the Manager and Deputy Manager to work closely together, and with the team (including trustees), ensuring the charity maintains its direction, vision and ethos.

Position in Organisation

Reports to People First Dorset Manager

Responsible for Project Managers which the Deputy Manager will supervise (to be agreed)

Scope of role

- To support the People First Dorset Manager to oversee day to day work of the charity
- To deputise for the People First Dorset Manager, in their absence
- Update and monitor policies
- Oversee staff contracts and appraisals
- Oversee GDPR (we have professional advisor on board to support this)
- Supervise Volunteer Manager
- Provide strategic supervision of Forum and Quality Checker projects, managers and budgets. To provide supervision of project managers, appraisal, support, training & development, encouragement and motivation of staff and volunteers in these projects.
- Be an active part of People First Dorset. Meet regularly with People First Dorset staff team to develop good understanding of other projects, and offer peer support.
- Monitor and record outcomes as appropriate to enable impact to be evidenced
- Provide internal or external reports and meeting notes as appropriate
- Attend and support regular internal meetings, including AGM
- To maintain and support requirement for confidentiality in relevant areas of PFD work
- Contribute to People First Dorset social media, updating relevant news on Facebook and website (content can be sent to Social Media team)
- Any other tasks or duties as appropriate to the role, including additional related work streams



Areas of accountability

Responsible for Project Managers

Key Interfaces

- People First Dorset Manager
- People First Dorset Staff team
- People First Dorset Members, families and carers.
- External organisations, including Dorset County Council and Dorset CCG
- Professional organisations
- Members of People First Dorset