

Fast Track into Management

Adult Health and Social Care

Location: Various locations across Surrey (with the opportunity to express a preference)

Contract: Fixed Term Contract - 2 years

Salary: Starting from £24,500 per annum for 37.5 hours

Hours: 37.5 hours, part-time hours may be considered

About the Care Talent Collective

The Care Talent Collective is the first of its kind: an alliance of seven leading care providers in Surrey which has received government funding to lead an innovative talent management programme over the next two years.

This is a high-profile initiative which gives you the opportunity to unlock your potential and embark on a rewarding journey with our Fast Track into Management programme. This is a 2-year programme with a guaranteed interview for a manager's position at the end of the programme. You will gain up to a level 5 qualification in Health and Social Care, a recognised leadership qualification, and the opportunity to become a positive Behaviour support coach. It provides an enriched and structured pathway into management in adult social care, equipping you with skills and experience that will set you up for a fulfilling career. You'll engage in person-centred care, enhance the lives of individuals with complex care issues, learning disabilities and autistic people, and foster their aspirations. Half of all roles in social care are supporting people with Learning Disabilities and autistic people. It is a significant sector employing 750,000 people nationally, with huge potential for advancement as well as making a real difference to people's lives.

We encourage talent from diverse backgrounds and offer professional accreditation, which you will work towards alongside your day job of transforming people's lives. Collaborate with Experts by Experience, learn through assistive technology, and be part of a transformative sector that values and nurtures its workforce. Join us to make a difference in the lives of local people, promote independence, and drive positive health outcomes through technology. Your journey starts here!

Job Specification

The Fast Track into Management programme offers a structured, branded, and trusted approach that is ideal for ambitious people who are looking to unlock their leadership potential in a rewarding, supportive environment. You don't need to have previous experience in care: this programme is open to anyone who may not have previously considered a career in care. We actively encourage applicants of all ages, and from ethnic minority backgrounds. This pathway provides a clear and rewarding career trajectory that is both competitive and fulfilling.

The Fast Track Into Management programme offers a rotation of placements across providers and settings, allowing you the opportunity to gain experience across a variety of areas. You will be part of a network of

like-minded people who will be placed in one of Surrey's top social care providers but will come together regularly for shared training and networking opportunities. This will give you the chance to tap into a wide range of experiences, insights, and best practices.

Not only can you benefit from a collective expertise but also from a stimulating environment for learning and development. Your contributions to the field will be amplified, as you'll be able to draw from the collective wisdom of these providers, while bringing your own insights to the table.

Key Responsibilities

- **Person-centred Care:**
 - Emphasise a person-centred approach, working through co-production with people who use our services to meet their unique needs Including supporting vocational learning, employment, learning new skills for Independence and support a person's health and wellbeing.
 - Provide support to adults with diverse care needs, focusing on competencies such as enabling motivation and aspiration for full lives.
 - Support people to form and maintain friendships, relationships, and community networks.
 - Offer behavioural support and functional development for people who use our services to promote their independence and wellbeing.
- **Safeguarding:**
 - Demonstrate a clear understanding of safeguarding principles and a commitment to vigilantly monitor for signs of abuse or neglect.
 - Promptly report concerns and follow safeguarding procedures to ensure the safety and wellbeing of people.
- **Working relationships:**
 - Collaborate effectively with colleagues, people we support, and external stakeholders, fostering positive working relationships that support the delivery of person-centred care and a cohesive team environment.
 - To be a positive team member supporting and including all colleagues, understanding differences, and working with people's strengths.
 - To participate positively in regular supervision, probation, and appraisals with your line manager.
 - To always act as a positive role model for colleagues and people we support, and to represent the organisation in a professional manner.
- **Integrated Learning Pathway:**
 - Embrace an integrated and enriched learning pathway that is informed by people with lived experience, shaped in collaboration with strategic learning and apprenticeship partners, schools and colleges.
 - Attend monthly workshops to provide you with the skills required in leadership.
- **Assistive Technology:**
 - Embrace learning through the person-centred application of Assistive Technology, supporting greater independence and health outcomes through the use of technology, aligning with Surrey's aspirations.

- **Financial Management:**
 - To do petty cash recording and monitoring including managing receipts where applicable.
 - To support people who lack capacity with finances with budgeting, purchasing, and working in partnership with their appointees.
 - To ensure the financial administration of the service is managed per the organisation's policies and procedures and financial regulations.

Person Specification

Skills and Abilities:

- GCSEs/O-Level in Maths and English.
- Living In the UK for 3 years or have indefinite leave to remain status.
- Excellent communication skills and the ability to empathise with people who use our services both verbally and in writing, and to adapt your style to different audiences. You will be able to present your ideas appropriately and persuasively, while actively listening and engaging with other contributions.
- A caring and compassionate nature.
- Strong attention to detail for record-keeping and care documentation.
- The ability to work well within a team and take direction from senior staff.
- Good level of IT skills.
- Willingness to take on personal care tasks if required to meet the needs of people being supported.
- Actively promote EDI (Equality, Diversity, and Inclusion) in employment and service delivery- to enable people to have equitable outcomes, equal voices, profiles respected and supported, and to be part of inclusive teams and communities.
- Ability to sometimes work without supervision.

Experience:

- No prior experience is required, but a willingness to learn and a passion for making a positive difference to people's lives is essential.

Personal Qualities and values:

- **Commitment:** you will be committed to continuous learning and to completing the two-year programme.
- **Empathy:** show understanding and kindness to people who use our services.
- **Ambitious** about making a difference to people's lives.
- **Leadership potential,** with the ability to motivate oneself and others.
- **Patience:** remain calm and composed in challenging situations.
- **Respect:** treat all individuals with dignity and respect.
- **Enthusiasm:** display a willingness to learn and grow in the role.
- **Resilient:** be able to retain focus, optimism, and maintain high performance when faced with difficult situations. You will view challenges or setbacks as an opportunity to learn and develop.
- **Build positive relationships:** able to build and maintain strong professional relationships with colleagues and people we support. You will be able to provide and receive challenge in a constructive, positive way.
- **Innovative:** be curious about new ways of working, and finding creative solutions to problems or barriers.