

## TEAM LEADER

£22,000 - £24,000 per annum

An exciting opportunity has arisen at Freespace: we are currently seeking a Team Leader to join us at one of our 6 locations across Edinburgh on a permanent, full time (39 hours per week) basis.

Freespace Scotland has been successfully operating as a Housing Support and Care at Home Service within the Edinburgh area for over 28 years. Freespace is a Registered Care provider with the Care Inspectorate. At the heart of our work is our commitment to support people to live in their own homes in a way that promotes their independence and choice.

Appointments to the role are made at the entry level of the salary quoted above, however in exceptional circumstances where a candidate's experience and skills may justify a higher starting salary.

### MAIN RESPONSIBILITIES:

The key responsibilities of the role are to manage a team of Support Workers to ensure that service delivery is of a high quality that meets regulatory and statutory requirements and the needs of our supported people.

The Team Leader will:

- Provide leadership to the team acting as a positive role model.
- Oversee the recruitment, selection and induction of support staff.
- Manage rotas on a daily basis to ensure a consistently high-quality service is being provided.
- Motivate, support and mentor staff to ensure good team work and provide effective supervision to your team members.
- Ensure service users receive tailored person-centred support which meets and improves their health and wellbeing needs.
- Design, co-ordinate, manage and lead the provision of existing and new care and support services with the involvement of the people we support and their families or representatives.
- Ensure safe procedures for the collection, storage and administration of medication in compliance with the organisation's policies.
- Be responsible for ensuring that staff carry out all financial transactions involving supported people to company policy and procedures.

### REQUIREMENTS:

- Minimum 1 years' experience as a Team Leader/Supervisor in a social care or similar environment
- Qualification: SVQ3 or equivalent
- Experience of working with people with disabilities
- Knowledge of housing, health, economic and social factors including health and safety.
- Full driving license would be desirable

For a comprehensive list of the essential and desirable criteria required for this post, please contact us on [recruitment@freespacescotland.org.uk](mailto:recruitment@freespacescotland.org.uk) or 0131 346 9030

This post is excluded or excepted from provisions of the Rehabilitation of Offenders Act 1974 and therefore questions may be asked about all convictions, including those regarded as 'spent'. **PVG** membership will be required and the **cost** of it will be **met by Freespace**.

**Closing date: Thursday, 22<sup>nd</sup> February 2019**

FREESPACE SCOTLAND  
Personal Specification  
TEAM LEADER

CRITERION	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Qualification as set out in SSSC requirements at Supervisory level or working toward -	✓	
<b>Experience/ Knowledge</b>		
Previous experience of building good and effective working relationships	✓	
Experience of managing team working and group participation.	✓	
Experience in planning, organising and delegating.	✓	
Using and working on own initiative.	✓	
Knowledge of Social Care.	✓	
Knowledge of housing, health, economic and social factors including health and safety.	✓	
Experience of working with people with disabilities.	✓	
Knowledge of Self Directed support and personal budgets.	✓	
<b>Skills</b>		
People management	✓	
Working in a flexible and non-judgemental way.	✓	
Ability to physically cope with service users moving and handling requests.	✓	
Ability to communicate, listen and negotiate.	✓	
Good computer skills	✓	
Experience of managing budgets.	✓	
Ability to identify areas for improvement and plan actions		✓
<b>Others</b>		
All Without exception all Team Leaders are required to be registered under the protection of Vulnerable Groups (PVG) Scheme	✓	
Full Driving licence		✓
Ability to travel	✓	
Flexibility on duties undertaken and hours worked, to meet the needs of the people we support and colleagues	✓	