



## Care Ashore

**Job Title:** Residential Support Team Leader

**Responsible to:** Chief Executive

**Hours of work:** Normal hours are Monday to Friday between 8am & 5pm (37.5 hours) although early/late working and weekends may be required. Part time may be considered.

There may be a requirement to cover on-call on a rota – this may include one weekend out of four plus weekday nights. Accommodation will be provided whilst on call if necessary.

Salary: £26k pa plus remuneration for on-call shifts worked. Pro rata for part time hours.

Annual leave: 26 days pa plus bank holidays. If required to work bank holidays, time off in lieu will be taken.

### About the Employer:

Care Ashore is charity that serves British seafarers, and their dependants in need by providing supported housing and holiday accommodation on its extensive estate in rural Surrey.

The charity also manages several commercial activities including property and farm rental, camping & caravanning, fishing, clay pigeon shooting, guest rooms and events to generate income to subsidise the cost of services offered to seafarers and to support capital projects on site.

### Role:

We are looking to recruit a dynamic and skilled individual who can lead a small frontline team and who has extensive experience in supporting people with health issues (both physical and mental health) – particularly amongst an older client group. Key activities:

- Hold a caseload of residents who may have mental and physical health conditions.
- Liaise with statutory services regarding care packages and applications.
- Supervise and develop a small staff team including support workers and admin.
- Ensure rents are collected on time.
- Ensure the charity's policies and procedures are followed.
- Support frontline team with assessments and support plans.
- Ensure all resident contacts are recorded appropriately.
- Maintain the on-call rota when appropriate.
- Manage annual leave requests.
- To assist with transporting residents to appointments as required either in the charity's car or in own vehicle.
- Participate and contribute at weekly team meetings.
- Apply for and report on grants when required.
- To lead on safeguarding within the organisation.
- Assist with commercial activities when required.
- Ensure that a high standard of service delivery is achieved by championing Care Ashore's values, whilst complying with all operational policies and procedures
- To undertake any other duties as directed by a manager to meet the needs of the business

Whilst the role is specific, you will work within a wider team supporting residents in their accommodation and an estate which delivers various commercial activities.

Due to the location a full driving licence and own transport is essential.

**Essential Requirements:**

- 3 years minimum of providing health care support to a vulnerable client group. This must include support for people with mental health difficulties including dementia.
- Experience of supervising a small team.
- Experience of working in a person-centred way.
- Experience in working alongside external statutory organisations.
- A team player
- Excellent knowledge of IT including all Microsoft packages.
- Good communication skills: oral, written, and interpersonal.
- A friendly personality.
- An ability to work flexibly across operational hours and evenings where required.
- An understanding of budgets and financial aspects.
- Have experience of working within a charity or social care setting.

**Desirable Requirements:**

- Knowledge of the maritime sector.
- Experience in applying for, monitoring, and reporting on grants.
- Qualifications in health care or demonstrable by experience

The successful candidate would be required to pass a relevant DBS check before employment can commence.

All interested applicants should call Cath Stamper on 01403 759630 or 07377091585 for an informal discussion about the role.

Alternatively, you can email your interest with an up-to-date CV and cover letter of no more than two pages to [c.stamper@careashore.org](mailto:c.stamper@careashore.org)