



## HEADWAY GLOUCESTERSHIRE

Headway House  
Great Western Road  
Gloucester  
GL1 3EP

Telephone: 01452 312 713

Fax: 01452 310 728

Registered Charity No: 299805

E-mail: [admin@headwaygloucestershire.org.uk](mailto:admin@headwaygloucestershire.org.uk)

Website: [www.headwaygloucestershire.org.uk](http://www.headwaygloucestershire.org.uk)

<b>Deputy Enablement Manager</b>	
<b>Salary</b>	£17,714 - £22,212
<b>Based at</b>	Headway House, Gloucester
<b>Hours</b>	Full time (37.5 hours)
<b>Contract</b>	Permanent
<b>Line Manager</b>	CEO
<b>Main Objectives</b>	
To work closely with the Enablement Manager to assist in the management, development and delivery of our centre based Enablement Service, ensuring recovery activities are provided professionally and impartially and meet Headway UK quality standards to maximise the wellbeing, autonomy and independence of survivors of acquired brain injury.	
<b>Key Responsibilities</b>	
<b>Operational Management</b>	
<ul style="list-style-type: none"> <li>• Work under the direction of the Therapeutic Lead and the Enablement Manager to develop, deliver and evaluate a programme of quality activities designed to support survivors of acquired brain injury as they work towards their individual recovery goals.</li> <li>• Provide daily support and direction to the Enablement Team, including staff and volunteers, to create a stable, safe and welcoming environment where professional boundaries are sensitively managed and champion appropriate responses to the challenging behaviours that may be an outcome of acquired brain injury.</li> <li>• To have regard at all times to safeguarding needs and risk assessment, health and safety requirements and to employ a client centred approach.</li> <li>• To oversee and co-ordinate daily programme delivery in collaboration with the Enablement Manager.</li> <li>• To lead in the development of volunteering opportunities within the centre.</li> </ul>	
<b>Client Support</b>	
<ul style="list-style-type: none"> <li>• Collaborate with the Enablement Manager to oversee the implementation of recovery goal plans, key working and output and outcome monitoring tasks and ensure that high quality, person centred support is provided for all clients.</li> <li>• Undertake keywork and support on complex cases.</li> <li>• Support an active move on pathway for survivors where appropriate.</li> </ul>	
<b>External Relationship Building/Multi Agency Development Work</b>	
<ul style="list-style-type: none"> <li>• To develop, maintain and coordinate effective working relationships between Headway and identified partner agencies to enable survivors to access and maintain participation opportunities.</li> <li>• To raise awareness about Headway throughout Gloucestershire.</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>• To assist in keeping Headway House in a suitable state of order.</li> <li>• To adhere to Headway Gloucestershire's policies and practices.</li> </ul>	
<b>Diversity</b>	
<ul style="list-style-type: none"> <li>• To adhere to Headway Gloucestershire's equality and diversity framework.</li> </ul>	

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are

broadly consistent with those in this document. This job description does not form part of the contract of employment.

## PERSON SPECIFICATION

<b>What is Headway Gloucestershire looking for?</b>	<b>How will we check if you have it?</b>
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		<b>Application Form</b>	<b>Interview</b>
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<b>Knowledge, Skills and Experience</b>			
1.	Experience of supporting and managing staff and responsibility for service operations	✓	✓
2.	Considerable experience of enablement and support work with vulnerable clients	✓	✓
3.	Knowledge about the causes of acquired brain injury, the recovery and rehabilitation pathway and the issues that survivors face	✓	✓
4.	Knowledge and experience about working within a safeguarding framework	✓	✓
5.	Full, clean driving licence and use of a car	✓	
<b>Competencies</b>			
	<b>Leadership and Management</b> <ul style="list-style-type: none"> <li>Ensures roles within the team are clear and that individuals know what is expected of them.</li> <li>Delegates work appropriately to others, taking into account their abilities and the resources available to them.</li> <li>Takes appropriate action when individuals fail to meet expected behavioural or performance standards</li> </ul>	✓	✓
	<b>Person Centred Approach:-</b> <ul style="list-style-type: none"> <li>Demonstrates a commitment to participation and involvement of service users.</li> <li>Actively ensures adults and children are safeguarded from harm.</li> <li>Manages confidential information appropriately and shows regard for sensitive, personal information.</li> <li>Considers health and safety needs for every activity, following policies and procedures accurately.</li> </ul>	✓	✓
	<b>Personal Development and Effectiveness:-</b> <ul style="list-style-type: none"> <li>Is punctual in work.</li> <li>Maintains accurate client records and produces additional information as required.</li> <li>Demonstrates commitment to working towards shared goals.</li> <li>Monitors, manages and undertakes multiple tasks</li> </ul>	✓	✓
	<b>Specialist Knowledge and Application:-</b> <ul style="list-style-type: none"> <li>Demonstrates procedures, policies and requirements are applied appropriately.</li> <li>Demonstrates thorough job related knowledge and expertise and strives to develop new areas of expertise.</li> </ul>	✓	✓