

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing

Job Ref Number: 04298

Service Area: Community Protection & Commissioning

Grade: G12

Job Title: Community Opportunities Area Manager

PURPOSE OF JOB:

Lead the development of a range of preventative and community-based support for people with a learning disability, autism and other health conditions, including maximising independence, pathways to employment and support to family carers.

Provide leadership within the ACCW directorate for the Council's Community Opportunities strategy, supporting the development of the hub-and-spoke delivery model, County wide across internal and externally commissioned services.

Lead on service development and overall management of the in-house Community Opportunities Service, provide support and expertise to other providers across the county.

Provide leadership and direction to the service; champion and promote an ambitious vision and take a lead role in the implementation of a strategic plan for the in-house service.

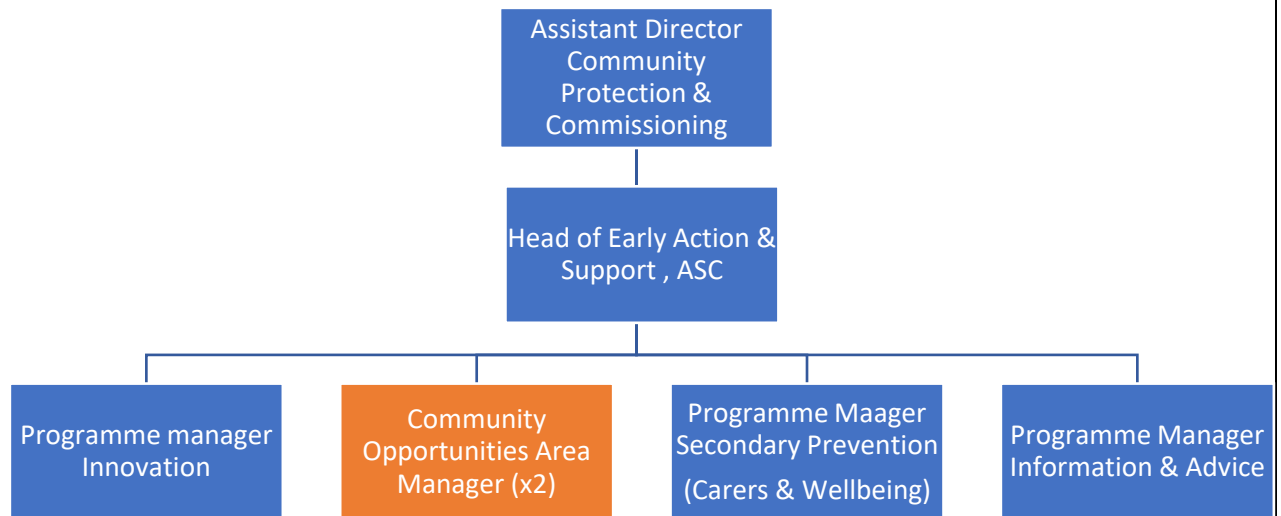
Provide day to day management of and direction to team leaders across the service promoting effective performance.

Create a can-do culture of flexibility and innovation across the workforce.

Ensure that aspects of the service are operated within relevant legal, safety and best practice frameworks, including food preparation, workshops and libraries

Raise the aspirations and expectations of all key stake holders, including people accessing community opportunities their families, staff and other professionals.

Establish and provide effective leadership for the connect to work service, meeting DWP performance targets and quality standards

STRUCTURE CHART:**MAIN DUTIES:**

1.	Lead the operational management of in-house Community Opportunities services. Ensure the service provided is within a positive, welcoming, and excellently presented environment that can be, enjoyed by people using the service and that the Council can be proud to share with local communities.
2.	Lead the implementation of a transformation strategy for Community Opportunities, to meet the council's target operating model for adult social care.
3.	Lead the development and implementation of employment support services for people with learning disabilities, autistic people, and those leaving care who face barriers to accessing employment. Meet the DWP requirements under the memorandum of understanding in terms of service delivery, performance and quality.
4.	Provide support for and develop a range of opportunities for family carers, promoting independence and linking effectively with Carers Support Service.
5.	Develop and grow the Maximising Independence Service. Ensure the Maximising Independence service is available to those individuals across the county who will most benefit from time limited outcome focussed support that prevents or reduces their reliance on formal care services.
6.	Create, and promote a positive and progressive can-do culture, characterised by customer care, flexibility, and innovation. Ensure the service is adept, seeks out and forms positive partnerships within and beyond the County Council. Act as an expert specialist resource to support the development of community-led solutions build local capacity to reduce reliance on formal services, fostering resilience and sustainable support networks.
7.	Deputise for the Head of Service, Early Action and Support as required.
8.	Ensure the service and the people who access the service are safeguarded free from abuse and harm. Adhere to Making Safeguarding Personal as per directorate policy and procedures. Ensure the service adheres to the Skills for Care (SfC) Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England.

9.	Act as a role model providing effective leadership and inspiration for all areas of responsibility, promoting the Council's values and behaviours.
10.	Manage budgets for all aspects of the service and ensure effective resource allocation across the service, working with finance teams to achieve value for money and efficiency.
11.	Ensure LCC in-house Community Opportunities meet all statutory and regulatory requirements, including Care Quality Commission (CQC) standards, and maintain oversight of statutory compliance under the Care Act 2014.
12.	Coordinate with commissioning teams to inform service specifications and contract management for external providers delivering community opportunities. Support the delivery of the County community opportunities strategy, providing expertise and knowledge across the hub-and-spoke model.
13.	Develop existing performance management frameworks to ensure they align with the directorate's objectives, lead on delivery of measuring impact of secondary prevention services across the county.
14.	Identify opportunities for external funding and lead the development of business cases and implementation plans that strengthen the prevention offer in the county.
15.	Ensure robust business continuity and emergency response plans are in place for all in-house services, including regular testing and review of contingency arrangements.
16.	Champion equality, diversity, and inclusion across all services, ensuring equitable access, culturally competent practice, and compliance with the Equality Act 2010.
17.	Lead workforce development initiatives across the service area, ensuring staff have appropriate skills, knowledge, and competencies to deliver high-quality person-centred and outcome-focused support.
18.	Report progress of service transformation and performance through LCC governance processes, involving Executive members, Executive Director, Assistant Director and Heads of Service as appropriate. This will include ACCW Improvement Programme, Directorate leadership teams as appropriate.
19.	Ensure management of LCC buildings in a safe and effective way.
20.	Lead on ensuring the wellbeing and safety of people who attend community opportunity services, including staff, volunteers, families and carers.
21.	Ensure that legal, safety and industry best practice is followed in the specialist aspects of the service in particular the preparation of food, workshops and library provision.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Professional qualification in Social Work, Social Care, or related field with management qualification/substantial Professional registration with body in relevant field (e.g., Social Work England).	A	x	
Senior management experience.	A	x	
Track record of developing innovative community-based services and leading public service transformation.	AI	x	
Experience managing large teams and budgets while implementing strategic change programs.	AI	X	
Effective motivational leadership skills with ability to deliver strategic priorities within strict timescales.	AI	X	
Understanding of employment support services, community opportunity management, and community development.	AI	X	
Ability to develop and implement policies, strategies, and strengths-based practice approaches.	AI	X	
Experience of successful strategic planning and development performance frameworks. Experience in performance management and business case development.	AI	X	
Ability to establish positive relationships across organisations and with community partners. significant partnership working and co-production experience.	AI	X	
Excellent communication, interpersonal, and influencing/negotiating skills with ability to communicate complex information to diverse audiences.	I	X	
Excellent understanding of financial systems, budgetary monitoring, and resource allocation. Experience of managing significant budgets and identifying/securing external funding opportunities.	AI	X	
Detailed knowledge of all relevant legislation especially Care act powers and duties. Experience and understanding of CQC standards requirements, safeguarding responsibilities, and Equality Act 2010 requirements.	I	X	
Understanding of adult social care markets and community/voluntary sector working.	AI	X	
Understanding and experience of IT systems and the role of technology in the provision of preventative social care services.	AI	X	
Commitment to asset-based approaches and Council. Strong ethical framework aligned with LCC organisational values.	I	X	
Ability to work under pressure with resilience and adaptability.	I	X	
Ability to assess and understand complex information sources and effect key decisions from them.	I	X	
Access to a car, full license and ability to travel across the County, working flexibly in line with service demands.		X	

* A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.