

**JOB DESCRIPTION**

POST OF: **Director of Adult Care Services**

RESPONSIBLE TO: Chief Executive

Salary : £75,000pa plus £5,500 car allowance

**MAIN ROLE**

To be a member of the Corporate Management Team and support corporate decision making and the design and delivery of the organisational strategy.

To undertake all Directorate duties in relation to Adult Care Services.

To strategically develop the service area, in line with the needs and preferences of those accessing social care services for support, to address any gaps identified.

**MAIN DUTIES**

1. To operate as a member of the Corporate Management Team taking joint responsibility for corporate decision making and Council reporting/ involvement.
2. As a Director to contribute to a corporate culture that promotes high quality performance and customer service whilst providing an opportunity for challenge and change.
3. To maintain the Christian ethos and values within Adult Care Services.
4. To represent CrossReach at all appropriate opportunities and as directed by the CrossReach Board.
5. To promote a positive image of CrossReach in accordance with its ethos and values and to ensure that all opportunities to consult with all stakeholders are taken i.e. Scottish Government, local authorities, partner organisations, employees, Health Boards, Presbyteries and other Councils of the Church.
6. To ensure that all the services maintain compliance with CrossReach mission, vision, values, policy and procedures, legislative and Government requirements and are sustainable.
7. To take an active part in the corporate roles as are required of senior managers including discipline, grievance, recruitment and selection, corporate financial planning, governance groups and development of corporate services.
8. To handle relations with the Church of Scotland Press Office and to respond to press queries as they relate to your area of responsibility and in consultation with the CEO.

9. To provide leadership, guidance and management to all staff members within the section. To line manage Heads of Service within Adult Care involving Business Partners HR and Finance.
10. To receive regular briefing from Heads of Service within the section and ensure that a high quality of service is achieved and maintained throughout the section and CrossReach quality assurance evaluation is completed.
11. To provide and record regular supervision to direct reports and to carry out an annual appraisal in line with the CrossReach policy, identifying any training and development needs are identified and met. To ensure supervision is carried out across the services in line with CrossReach policy.
12. To be responsible for the overall management of all human resource issues throughout the section, with overall responsibility for staff welfare, support, performance monitoring, sickness absence and development of staff.
13. To be responsible for the strategic direction of each of the service areas with Adult Care and ensure that planning is carried out within an outcomes based approach.
14. To monitor any relevant tendering opportunities and ensure that relevant tenders are prepared, submitted and evaluated on time.
15. To hold overall responsibility for the preparation, management and monitoring of annual operating budgets and take appropriate action to ensure that expenditure is in line with budget.
16. To explore new opportunities for achieving greater integration between services within the section and across the organisation and seek/identify funding as appropriate.
17. To be aware of unmet needs and seek ways in which they can be met either through the development of new services through CrossReach or through partnerships.
18. To maintain a good process for audit and assessing continuous improvement within Adult Care services to help ensure quality objectives are met.
19. To support the wider work of the Church of Scotland through the specialist knowledge and resources of adult care services by engaging with the other Councils and Committees as appropriate.
20. To explore partnership opportunities which take forward shared areas of interest and align with CrossReach values and objectives.
21. To encourage services within Adult Care to engage with local Church communities and as a section to be aware of the opportunities for joint working through the Church of Scotland.

**CHRISTIAN LEADERSHIP**

1. Reflect Christian love from own Christian experience.
2. Uphold and reflect behaviours consistent with the Christian Faith and the CrossReach values.
3. Lead daily Christian worship in accordance with CrossReach daily guidelines.
4. Provide Christian support to service users & staff if requested.
5. Open staff meetings and changeovers with set prayer and bible reading.
6. Explain the Christian faith to those who ask.

As we do our work in Christ's name the job you have applied for requires you to have a Christian faith and be able to work within and uphold our Christian Ethos. This is an Occupational Requirement under Part 1 of Schedule 9 to the Equality Act 2010.