

Depaul: Night Deputy Manager - Cork **(<https://www.activelink.ie/node/112429>)**



Night Deputy Manager - St Vincent's, Cork, Munster

Reporting to - Project Group Manager

Location - Cork

Hours - 35 hours per week over a 7 day rota - FTC (12 months)

Compensation - 47,809.47 EUR

Scope of Responsibility - Overseeing local management of service delivery and providing of multi-site support during night hours

Key Areas of Responsibility

SERVICE MANAGEMENT

- To be an active member of the Local Management Team (LMT), collaboratively overseeing the efficient, effective management of the assigned project.
- In conjunction with the Project Group Manager (PGM), you will be responsible for the night-to-night running of your project, providing care and support to the particular project's client group.
- The Night Deputy Manager will provide support to ensure teams have assistance throughout the night shifts.

STAFF

- Support Induction of night support workers across services
- Supervision, training and management of staff performance through probation, joint annual appraisals and supervision in assigned project
- Oversee and support the development of the night's team in assigned project
- Responsible for provision of staff support across multi sites during hours of work.
- In person support in projects across services where needed.

SERVICE DELIVERY

- To manage all service user processes through the team
- To manage the staff rota and ensure adequate cover for project during hours of work

OPERATIONAL MANAGEMENT

- In conjunction with the rest of LMT and the PGM ensure service policies and procedures are established and operating correctly and communicated to teams

HEALTH AND SAFETY

- Responsible together with the PGM and the rest of LMT for ensuring the project operates as defined by the Health and Safety Statement.
- Responsible for supporting staff with Incidents during hours of work and providing debrief or onsite support if needed.

COMMUNICATION

- Ensure effective communication with the local management team by completing and receiving a full handover of happenings during hours of work.

TEAM WORKING

- Develop/manage an operational and well-functioning staff team
- Provide support and training to night staff where identified with PGM
- Participate in the planning and delivery of staff team days and review days as required (to be carried out in conjunction with the PGM)

CONTRIBUTION TO BROADER ORGANISATIONAL OBJECTIVES

- Contribute to broader organisational objectives through attendance at meetings, steering groups, representation as required by Senior Service Team and contribute to the improvement of quality, training, Service User involvement and other aspects of service quality as required

THE BUILDING

- Responsible for overseeing building standards and that identified repairs are handed over to ensure health & safety standards are managed

FINANCE

- Be involved in financial planning for project, manage the project budget with other LMT, and ensure cash procedures are followed

FUNDRAISING & COMMUNICATIONS

- Facilitate the requirements of the Fundraising and communication team and liaise with project staff as required.

ADMINISTRATION

- Ensure accurate data management
- Oversight of tasks assigned through the Deputy Manager Checklist and/or assigned by the Project Group manager of the assigned project.

GENERAL RESPONSIBILITIES

- Ensure that all Depaul policies and procedures are being adhered to and to contribute to the effective implementation of the Depaul's Equal Opportunities Policy as it affects both Depaul and its work with this client group.
- To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of Depaul.
- Undertake any other duties that may be required which are
- Commensurate with this role.
- In conjunction with your Line Manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of Depaul

Person Requirements

EXPERIENCE

- 2 years' experience working in the Homelessness/Social Care field, in a direct access client support, or key working role.
- Social Studies /Case Management Accredited Qualification
- Experience of low threshold, harm reduction services desirable
- An understanding of the key issues relating to managing a residential setting.
- Ability to use initiative, apply sound decision-making skills, including the ability to act calmly in emergencies and respond in a professional manner to challenging situations.
- Ability to motivate staff in the provision of services to homeless people, as well as an ability to work closely with and support volunteer workers.
- An ability to ensure that Health and Safety procedures are adhered to and to contribute to the development of health and safety practices within the project.
- Ability to manage service users, with complex needs and challenging behaviours
- Respect for the values and beliefs of Depaul

Notes

While the line manager is specified above, this does not preclude higher level grades from directing or reviewing work or setting dotted line collaborative working relationships between same or different level positions. All tasks should be completed in an accurate manner and supported by a clear electronic and hard copy filing system.

[Apply Now \(https://depaul.bamboohr.com/careers/131?source=aWQ9MTU%3D\)](https://depaul.bamboohr.com/careers/131?source=aWQ9MTU%3D)

Closing Date: 18th December 2024

Region
Cork

Date Entered/Updated
27th Nov, 2024

Expiry Date
18th Dec, 2024

Source URL: <https://www.activelink.ie/vacancies/community/112429-depaul-night-deputy-manager-cork>