



Providing Christian support for adults with learning disabilities

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The Lodge Trust CIO (Charity No.
1161735)

Creative Enterprise Team Leader

Full-time position (40 hours pw)
Monday – Friday 8.30am – 5pm with a 30min unpaid break for lunch

Salary £25,258 to £26,197
(Depending on experience) Point 9-11 on the Lodge Pay Scale

Are you a creative and enterprising individual? Do you have specialist knowledge in a creative craft that you would like to pass on to others?

We are looking for a friendly, adaptable, committed and experienced member of staff to join our Creative Enterprise Team at The Lodge Trust.

Duties include –

- Working with residents and with the team to produce quality products for sale.
- To manage the work team of people with learning disabilities to fulfil their responsibilities
- To support people with learning disabilities to learn and develop creative skills.
- To support residents on outings and other Creative Enterprise Services activities
- To support the events and developments of the organisation

There will be an element of flexibility required for this post, including cover for holidays and other absences.

The Lodge Trust is a non-smoking organisation.

If required please call 01572 767 234 for an informal discussion regarding this role.

To apply please email explaining how you fulfil the Job Description and Person Specification below. Please include an up to date CV.

(Email: HR@lodgetrust.org.uk)



Job Title	Creative Enterprise Team Leader
Responsible to	Creative Enterprises Manager
Staff Reporting directly to this post	None
Service Aims	<p>The Lodge Trust CIO aims to provide services for adults with learning disabilities which promote Christian virtues and values.</p> <p>The staff group will support residents to develop their potential, encouraging them with appropriate support to develop all aspects of their individuality.</p>
Role	<ul style="list-style-type: none"> • To work with residents and with the team to produce quality products for sale. • Manage a budget, recording materials purchased and sales made. • Ensure a high standard of quality in the products made. • To maintain the productions areas to a high standard. • To comply with all Health and Safety and legislation requirements as applicable you work area. • To practically support the Creative Enterprise manager in on-site projects. • To comply with the Care Standards for adults with learning disabilities. • To manage the work team of people with learning disabilities to fulfil their responsibilities. • To support residents in outings and other activities. • To support the events and developments of the organisation. • To adhere to all Lodge trust policies and procedures.
Responsibilities and Duties	<p>Service Users:</p> <ul style="list-style-type: none"> • To supervise and support a team of people with learning disabilities to enable them to develop and maintain specialist skills • To act as Link Worker for a number of service users • To record progress on individual care plans • To support all service uses to take an active part in work activities. • To support service users, over lunch time, when they have their main meal. • To assist individuals, as appropriate, with personal hygiene, visits to the toilets and other tasks. <p>Staff:</p> <ul style="list-style-type: none"> • To liaise with the other team leaders to ensure mutual support is provided and combined skills are used for the benefit of the products. • To liaise with the other teams and department for support and assistance where needed. • As appropriate, and in association with the Manager, to seek external advice. • To work as a member of the Creative Enterprise Services team in support of the service users and delivery of an overall service. <p>Work Area:</p> <ul style="list-style-type: none"> • To produce high quality products

	<ul style="list-style-type: none"> To ensure the work areas and store areas are kept clean, tidy and meet all legislation requirement applicable to the work area. To ensure that equipment and facilities are adequate and well maintained and any concerns are reported in line with lodge trust processes. To support Lodge Trust events (Sales Days, Families day etc) <p>Health and Safety:</p> <ul style="list-style-type: none"> To understand requirements of Health and Safety and support in the implement all aspects of the Health and Safety Policy as applicable to work area. To ensure a safe working environment at all times. To maintain necessary Health and Safety records. To record and report any Health and Safety concerns in a timely manner. To attend all training required for role. <p>Administration:</p> <ul style="list-style-type: none"> To maintain records of H&S checks required, recording compliance with them. To maintain records of chemical usage and COSHH information. To order supplies in line with service needs. To work within allocated budgets. To issue service user review reports in a timely manner To support the Manager to carry out Manager audits. To attend relevant meetings. To advise the Creative Enterprises Manager on the needs for new or upgrading of equipment and facilities. Complete regular stock audits of work area. To maintain confidentiality as required
Entitlements	<ul style="list-style-type: none"> Holidays – see contract of employment Terms and Conditions – see Letter of Offer Salaries – see Pay Scales

Job Title	Creative Enterprise Team Leader	
	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Able to drive and in possession of a clean driving licence. Level 2 Diploma in Health and Social Care (or be prepared to work towards 	<ul style="list-style-type: none"> Professional qualification relevant to position. Teaching qualification First aid at work Health and Safety qualification
Experience	<ul style="list-style-type: none"> Worked in a professional creative environment for at least two years. Good understanding of Health and safety at work Worked in a team and demonstrated leadership capability. 	<ul style="list-style-type: none"> Experience of learning disability. Budget management
Skills/Abilities	<ul style="list-style-type: none"> Able to support service users produce attractive/saleable products to a budget. 	<ul style="list-style-type: none"> Able to advocate for people with learning disabilities



	<ul style="list-style-type: none"> • Ability to use all professional equipment required for work area. • Able to support service users in a person-centred way • Aware of Health and Safety implications and responsibilities • Able to manage and motivate a team of people with learning disabilities • Able to use IT effectively • Able to administrate and plan • Able to carry out risk assessments • Able to complete budgets and stock checks. • Able to work under pressure. • Able to use initiative, make decisions and respond appropriately in an emergency. • Able to work as part of a team. 	
Personal Qualities	<ul style="list-style-type: none"> • Able to accept the Christian Ethos of The Lodge Trust • To work in line with The Lodge Trust Values • Able to maintain confidentiality • Willing to learn • Flexible in approach to change • Flexible in being able to cover for absence of other team leaders • Physical and mental health acceptable for the role • Reliable and punctual • Able to work as a part of a team • Able to respond with patience and kindness towards service users. 	