

## Registered Manager Designate

**40 hours per week (Full Time)**

**Salary Range: £44,500 - £47,500 depending on experience**

The Lodge Trust is a specialist provider for adults with learning disabilities (LD). We provide a safe and stimulating living environment on a 20-acre site in Rutland, where we support our residential service users in their home, work, recreational, and spiritual lives. We also offer places to day service users (DSU) who come during the day and enjoy our facilities and work in the various projects we offer. We also have a café, country park and leisure facilities.

We are seeking a confident and experienced Registered Manager (RM) to join us at a significant and exciting time in our 40-year history. In July 2026, when the current CEO retires, our current RM will step up into his role. As the next part of our succession plan, we are looking for someone to join us as RM Designate, who can bring their own passion, experience and skill, to help us develop what has been described as a unique and complex residential care provision for adults with LD. The successful candidate will bring their own background, ideas and approach, while working collaboratively with the current RM and LT, to proactively lead the Resident Services team, helping us improve the service and successfully transition these two key positions.

The Lodge Trust was founded by a couple who responded to the need for high quality residential care for those with LD, who wished to live in a place which had a Christian ethos. As this post is both a core member of the Leadership Team and is pivotal in facilitating an environment which provides safe, person-centred care, responsive to all our residents needs, it holds a Genuine Occupational Requirement (GOR) under the equality act 2010 that the postholder is a practising Christian\*

### **You will:**

- Be focussed on providing the highest quality care to our Service Users.
- Understand the requirements of the CQC, their assessment requirements and what it takes to produce an 'outstanding' rating.
- Be a skilled leader and manager, knowing how to train, monitor and motivate your team to produce a consistently high standard of care and compliance.
- Be skilled in managing staffing and rota's and recruitment to ensure best value without compromising care standards.

### **You must have:**

- Experience as a Registered Manager in a Residential setting for adults with LD
- Have qualifications at or exceeding QCF Level 5.

The Lodge Trust is a non-smoking organisation.

\* The candidate will play an important part in the strategic direction of the organisation within the Leadership team, where our Christian values are at the heart of everything we do This would include reading from the Bible, discussing biblical principles in day to day leadership and management decisions and praying together. The candidate may also be required on occasions, to deputise for the CEO in leading the monthly Lodge Service and speaking to local churches and other Christian groups who support the Lodge Trust.

**Apply by email with a CV and covering letter explaining how you fulfil  
the Job Description and Person Specification.**

Job Title	Registered Manager – Job Description
Responsible to	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>
Staff Reporting Directly to this post	<ul style="list-style-type: none"> <li>Deputy Residential Managers, Training Coordinator</li> </ul>
Service Aims	<ul style="list-style-type: none"> <li>The Lodge Trust aims to provide services for adults with learning disabilities which promote Christian virtues and values. The staff group will support Service Users to develop their potential, encouraging them with appropriate support to develop all aspects of their individuality.</li> </ul>
Role	<ul style="list-style-type: none"> <li>To act as the Registered Manager of regulated activities with the relevant registration authority (from July 2026 or whenever the transition occurs)</li> <li>To manage the Services in line with all statutory requirements and in line with the Christian ethos of The Lodge Trust</li> <li>To represent the organisation in all matters of registration</li> <li>To support the Chief Executive and other managers in the events and developments of the site</li> </ul>
Responsibilities and Duties	<p><b>Service Users:</b></p> <ul style="list-style-type: none"> <li>To lead the staff team in providing Outstanding Support to our Service Users, ensuring that care provided is person-centred and residents involved are actively involved in their care in all areas they can be</li> <li>To ensure that the principles of Mental Capacity Assessments and DoLS are followed across the Service, promoting independence and least restrictive proactive are at all times supported</li> <li>To be responsible for monitoring the Lodge Trust's safeguarding responsibilities and ensure compliance, acting as the Safeguarding Lead</li> <li>To ensure that regular person centred planning is carried out for all Service Users</li> <li>To ensure Service Users are encouraged to develop in line with their individual care plans</li> <li>To ensure that the Service plans are appropriate for the future needs of the Service Users</li> <li>To ensure that processes in place to ensure Service Users health needs are met are followed</li> <li>To operate a Key Worker and Link Worker system to ensure that holistic needs of the residents are monitored and met</li> <li>To ensure that future needs of the Service Users are understood and identified</li> <li>To act as advocate, where necessary, for Service Users</li> <li>To work towards Service Users being adequately funded by their sponsoring authorities by keeping them informed of changing needs</li> <li>To ensure a rolling cycle of Residents meeting are held</li> <li>To ensure that regular house meetings are held</li> <li>To support Service Users to be involved in the running of The Lodge where appropriate</li> <li>To arrange an annual 'Families &amp; Friends' Day</li> </ul>

**Staff:**

- To lead, manage and motivate the Resident Services staff team to produce consistently high levels of performance.
- To ensure all staff receive regular supervision, annual appraisals, and are supported to reflect on and improve their practice.
- To ensure in collaboration with the training coordinator, all staff are adequately trained and qualified and the Lodge Trust is 100% compliant at all times.
- To support the CEO and Operations Manager with all aspects of the Resident Services staff performance management
- To ensure that staff are recruited in line with statutory requirements and that staff recruited are suitable for the role

**Homes:**

- To ensure that the Christian ethos is maintained in all areas of home life
- To ensure Service Users are involved in decisions around changes within their home and there is a high standard of appropriate communication with them
- To provide support to all residential staff to ensure that staff are able to support the Service Users in their home and leisure time
- To ensure that facilities and all equipment are adequately maintained and kept in good order
- To develop the services in line with agreed business objectives

**Health and Safety:**

- To maintain statutory requirements in terms of Medication Administration, Health and Safety, Food Safety and Infection Prevention and Control
- To ensure in association with the Operations Manager and facilities team that health and safety checks are conducted and appropriate action taken where necessary
- To act as the IPC lead for the site

**Quality Assurance and Improvement:**

- To support the CEO and Leadership Team in a culture of compliance within the care home
- To work with the Local Authority on areas of service improvement
- To support in the ongoing development and execution of the Services Service Improvement Plan
- To lead a programme of continuous improvement informed by resident feedback, complaints, incidents, audits and regulatory guidance
- To support in the ongoing development of the audit programme, ensuring best practice is followed and appropriate actions taken as required
- To ensure that Statutory Notifications are submitted to CQC as required
- To be '*inspection ready*' at all times, prepared for a CQC walk in inspection and confident and competent to lead the staff team through this

**Administration:**

- To ensure that all policies are followed
- To support the CEO in reviews of care related policies

	<ul style="list-style-type: none"> <li>• To keep up to date with relevant reports, updates on best practice and new legislation then formulate that into undated practices and procedures for the organisation where appropriate</li> <li>• To manage the service within budget</li> <li>• To ensure that Service User reviews with families/advocates and commissioners are arranged and reported in a timely manner</li> <li>• To attend the Management Committee Meetings</li> <li>• To represent, when appropriate, the organisation at the County Council Learning Disability Partnership Board meetings</li> <li>• To deputise for the Chief Executive as required</li> <li>• To carry out agreed delegated tasks from the Chief Executive</li> </ul>
<b>Entitlements</b>	<ul style="list-style-type: none"> <li>• Holidays – to be agreed</li> <li>• Salary, Terms and Conditions – see Contract of Employment</li> </ul>

Job Title	Registered Manager – Person Specification	
	Essential	Desirable
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Must be eligible to be registered with the Care Quality Commission as a Registered Manager, meeting the requirements of <b>Regulation 7: Requirements relating to registered managers</b></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Qualifications /Training</b>	<ul style="list-style-type: none"> <li>• Level 5 or Diploma in Leadership and Management in Health &amp; Social Care (or equivalent)</li> <li>• Able to drive and in possession of a clean driving licence</li> <li>• Up to date Training record</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited/Appointed First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Worked in an appropriate field of learning disability for a minimum of four years</li> <li>• Leadership and Management Experience working with a variety of client support needs over three or more years</li> <li>• Highly proficient in the use of IT systems to achieve efficiency.</li> <li>• Financial management of care costs and relationships with local Authorities</li> <li>• Previous experience of managing a residential care home</li> </ul>	
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Able to manage and motivate a team</li> <li>• Able to support Service Users in a person centred way</li> <li>• Aware of Health and Safety implications and responsibilities</li> <li>• Able to advocate for people with learning disabilities</li> <li>• Able to administrate and plan</li> <li>• Able to carry out Risk Assessments</li> <li>• Able to work under pressure</li> <li>• Able to understand and work to contracts</li> <li>• Able to use initiative, make decisions and respond appropriately in an emergency</li> <li>• Able to speak in public</li> <li>• Able to lead Christian devotions</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to agree with the Christian Ethos.</li> <li>• Be a practicing Christian**.</li> <li>• Personal convictions and character which aligns with the values of the Lodge Trust</li> <li>• A high degree of self-awareness and self-management and motivation</li> <li>• Have the Interpersonal skills required to get the best out of both internal and external stakeholders</li> <li>• An attitude of continuous learning, an ability to maintain confidentiality and a flexible approach to change</li> <li>• Able to use own initiative, have a high degree of ownership for the role and its responsibilities and do what's needed to get the job done excellently</li> <li>• Flexibility, being able to cover for absences within the team</li> <li>• Physical and mental health acceptable for the role</li> <li>• Reliable and punctual</li> <li>• Able to work as a part of a team</li> <li>• Have a sense of humour</li> </ul>	
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*\*\*We define a practising Christian as a person who has a personal relationship with God, and who expresses this by being an active member of a local church community from a recognised Christian denomination. This will involve regularly attending Sunday worship and being active in the wider life of the church family. Their faith should be an integral part of their daily life and should include a broad understanding of the Bible and how it relates to life.*