**Service Manager**

**Bedfordshire Adult Services**

**Hours:** 28 – 37.5 (including some evenings and weekends)

**Salary**: £25,796 - £30,762 (Full time equivalent)

**Location**: Based at our Bedford Office but will be expected to travel across Bedfordshire and Milton Keynes

**Closing Date:**  1st August

**Interviews**: 5th And 6th August 2021

Autism Bedfordshire’s services help break down the barriers to social participation for autistic people and their families by providing places where they can go and feel comfortable, accepted and not judged by society.

We offer a wide range of services across Bedfordshire, including community-based outreach work, adult skills development courses and workshops, employment support, employers support, daytime and evening social groups, transitions support, benefits advice, and specialist helpline service for autistic adults, families and their carers. We have been making a difference since 1991 by combining our expertise with innovative approaches and putting the autistic community at the heart of what we do.

A new and exciting opportunity has arisen to manage the day-to-day delivery of the Adult Services department across Bedford, Luton, Central Bedfordshire and at times Milton Keynes.

As Service Manager, you will lead and manage the delivery and development of the service. You will have oversight of service delivery and lead on partnership working and collaboration across the geographical area. You will support all staff in their work, ensuring high quality and safe practice.

You will have management experience and a demonstrable track record within the field of adult social care and community-based services, as well as a wide-ranging understanding of autism and associated learning disabilities. You will be able to demonstrate passion for collaboration, partnership, strategic and service development.

**Job Purpose:**

To support delivery, develop and lead services in accordance with funded priorities and membership feedback. Currently these are;

* Adult Skill Development courses and workshops
* Employment support
* Employer engagement
* Transitions support (18-25 years)
* Benefits and welfare advice
* Social opportunities
* Advocating on behalf of our membership
* To answer and resolve helplines

**Key Responsibilities:**

* To project lead on high quality services offered by Autism Bedfordshire’s Adult Services Team in Bedfordshire
* To project lead and manage multiple funded projects
* To oversee and support where needed with adult skills courses and workshops focused around clients’ social, employment, independence and leisure skills needs
* To manage and supervise both paid and volunteer staff involved in projects and services
* To report to the Adult Services Director on the activities of adult services projects
* To be Autism Bedfordshire’s key contact for partnership and stakeholder meetings
* To create and maintain accurate records and reports of the work undertaken
* To oversee and support the transitions officer with working with 18-25-year-olds
* To support the Adult Services Director in reporting service activity to funders and other interested parties
* To lead on safeguarding training for both paid staff and voluntary staff
* To promote Autism Bedfordshire’s services to potential members
* To be up to date in the understanding and implementation of Autism Bedfordshire’s policies and procedures
* To assist in resolving issues highlighted by helpline calls