

SERVICE COORDINATOR

We are outstanding, you can be too.

Are you an empathetic, hardworking person who is passionate about the standard of care that people receive?

Then this job is for you!

Not one day is the same. You will be working across all three areas of residential care at Portland, organising and motivating your team of care support workers and setting the standard of care we deliver to our learners and citizens.

You will be responsible for the wellbeing of our learners and citizens and will focus on supporting our staff to ensure that this a key priority.

Monitoring quality is key in this role, as not only will you be delivering person centred care but you will be quality checking your teams' too. Providing coaching, guidance and advice to care support workers on how to deliver high standards of care.

If this sounds like something you would enjoy, then apply below!

You can see more about what we do at Portland Charity by looking at the Who We Are and Choose Your Future pages on our website <https://www.portland.ac.uk/>

Working at Portland Charity

At Portland Charity our learners, citizens and staff are at the heart of what we do, we are passionate about our vision that all people with disabilities will have a lifetime of opportunity and you could help us to achieve that. Our priority for staff is to create an outstanding place to work where the rewards of a job well done can be seen in the faces of our learners and citizens.

There are lots of great benefits to working at Portland Charity

- a rewarding career and working towards positive outcomes for our learners and citizens
- enhanced holidays of 33 days per year when you join us (pro rata) and you are able to buy up to 10 additional days of holiday
- you are eligible for a Blue Light Card with access to lots of great discounts
- free and confidential access to an Employee Assistance Programme

- free parking on site and access to a subsidised canteen with a variety of meal options
- everyone has an opportunity to develop their knowledge and skills on the job through training, mentoring and qualifications!

We are committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections the community.

Qualifications needed

You will hold a Level 3 NVQ in Health and Social Care or equivalent or be willing to work towards this qualification. In addition to this, you will also hold a Level 3 NVQ in Leadership & Management or equivalent or be willing to work towards this qualification.

Working Hours

Your working hours will be 37.5 hours per week with the expectation to work across all residential services on a varied shift pattern.

The role will generally involve working a varied shift pattern 6.30am to 3pm or 2pm to 10.30pm or split shifts across all teams. However, some flexibility will be required to work outside of these hours to meet the operational needs of the service.

The role is based on the Portland campus. However, you may also be expected to work across all regulated services and from other community locations when required.

Completing your application:

Successful applicants will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, an overseas check where applicable and provide proof of their right to work in the UK.

In order to apply for this role, you will need to complete an Expression of Interest and send this over to lisabavester@portland.ac.uk. Your expression of interest must include:

- Why are you applying for the post?
- What would you bring to the role?
- How would you contribute to, and make a positive difference to the college?
- Do you hold the qualifications required for the role? If the answer is no, are you willing to work towards them?

If you have any questions or need some help when completing your application, you can contact work@portland.ac.uk or call the Recruitment team on 01623 499111, extension 428 or 283 and we will be happy to help.

Many of our staff have a disability and we're proud to hold Disability Confident and Mindful Employer status which recognises our positive approach to physical and mental health and wellbeing at work. If you would like to speak with us before completing an application you can contact our Recruitment team on 01623 499 111 or via email at work@portland.ac.uk who will be happy to support you with your application or answer any questions.

Hours - 37.5 hours per week

Salary - £26,371.00 per annum