



The Richmond Fellowship
Scotland

JOB DESCRIPTION

Post:	Depute Manager (Positive Behaviour Support Team)
Location:	Headquarters
Salary:	Fixed Rate £35,000
Hours:	35 hours per week, however flexibility will be required in accordance with organisational requirements.
Annual Leave:	37 days
Reports To:	Positive Behaviour Support Manager

Post Summary

In conjunction with the Positive Behaviour Support Manager the Depute Manager will manage and co-ordinate the Positive Behaviour Support Team, and will deputise for the Positive Behaviour Support Manager as required.

The post holder will provide support, training and supervision to the Behaviour Support Advisors, and will assist them in planning, implementing and evaluating behavioural interventions for individuals who present with behavioural challenges.

The post holder will also contribute to strategic team activities, promotional work both within the organisation and externally, and maintaining an overview of practice in relation to Positive Behaviour Support throughout the organisation.

The post holder will be required to work throughout the organisation on a flexible basis; this will require working away from the office base on a regular basis and regular overnight stays may be required. Travel and subsistence payments will be made.

Duties and Responsibilities will include but will not be confined to:

- To provide specialist guidance and support to the Behaviour Support Advisors in all aspects of providing Positive Behaviour Support for individuals with challenging behaviour, and to provide expert role modelling to the Behaviour Support Advisors in this area
- To support the team to undertake in-depth behavioural assessment using a range of specialist behavioural tools, utilising Applied Behavioural Analysis techniques including environmental and functional analyses, and antecedent and consequence analyses
- To assist the Behaviour Support Advisors in developing holistic behavioural plans with clear objectives for individuals who challenge, including proactive and reactive strategies, schedules of reinforcement and positive programming

- To assist the Behaviour Support Advisors in monitoring and reviewing progress, measuring against original objectives for behavioural input, including producing evaluations reports with graphic data
- To link closely with Operations at all levels to ensure that the Positive Behaviour Support Team is engaging appropriately and effectively across the organisation.
- To develop specialist learning materials for Positive Behaviour Support and other relevant areas, and to deliver training, both internally and externally as required
- To co-ordinate the planning, delivery and evaluation of our Professional Development Award in Management of Behaviour Support across the organisation
- To devise and deliver presentations to a range of audiences both internal and external to the organisation, including tenders, conferences, and training external agencies as required
- To take a lead in links with external agencies as appropriate to promote the organisation and raise the profile with regard to Positive Behaviour Support
- To participate in training to become a CALM instructor if required.
- To provide supervision for the Behaviour Support Advisors in line with organisational policy
- To produce good quality written reports for both internal and external use, with a range of information and utilising analysis from both quantitative and qualitative data
- To lead and participate in Positive Behaviour Support Team meetings
- Any other duties that may be required

This job is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder.

Dependent upon organisational needs, you may be required to work at other locations. Should this requirement arise, this will be discussed with you in accordance with the organisation's Internal Employees Secondment and Transfer Policy, a copy of which is available on the Intranet.

PERSON SPECIFICATION

	Depute Manager	
Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • A sound value base in respect of the rights of vulnerable people, particularly those who present with behavioural challenges • A commitment to the principles and practices of Positive Behaviour Support • Highly motivated to work with individuals with behavioural challenges 	
Qualifications	<ul style="list-style-type: none"> • A qualification in behaviour or autism (or in the process of working towards this) 	
Experience	<ul style="list-style-type: none"> • 3 years experience in a management role • 3 years experience of managing the implementation of Positive Behaviour Support • Experience of developing, delivering, and evaluating training 	<ul style="list-style-type: none"> • 3 years experience in a management role in a care setting
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills, both verbally and in writing, including the ability to produce high quality reports, for both internal and external use • Computer literate, including use of Word, Excel and PowerPoint • Ability to work as part of a team or on own initiative • Ability to plan, prioritise, and manage own workload • Good interpersonal skills and the ability to work closely with a range of staff in a variety of teams and agencies • Ability to implement all elements of a Positive Behaviour Support approach 	

I understand and agree to work to the terms as indicated on this job description

Name (Print) Dated

Signature