

Head of Social Wellbeing

Further particulars

Fairfield Residential Home is an independent charitable trust providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a purpose-built state of the art facility, completed in the summer of 2018. This provides 38 ensuite bedrooms, some of which are suitable for couples, and high-quality communal facilities including a large lounge, a dining room, a fully equipped activities suite with IT, wellness and beauty rooms as well as a separate 2-bedroom suite and a large, landscaped garden. It currently employs around 50 staff.

Fairfield is owned by a charitable company and is governed by a Board of Trustees. It is registered with the Charity Commission No. 1114653 and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018.

Fairfield is noted for the love and affection its staff have for its residents and for its committed team of carers and support staff who contribute to the distinctive atmosphere. All employees are expected to enhance and promote this ethos. Safety is also a major priority for Fairfield and as Covid-19 continues to be a risk to our residents and our staff, we expect all staff to be fully vaccinated before working in the home.

We now seek to appoint a lively and enthusiastic person to lead our Social Wellbeing Team as it moves into an exciting new phase of its development.

All candidates must have the right to live and work in the UK.

Application Process

To apply, please email your completed [application form](#), CV and a short covering letter to socialwellbeingapplications@fairfieldhome.co.uk by Monday 4th July 2022. **Please note that applications may close earlier if there is a strong field so you are advised to apply as early as possible.**

Subject to closing early as above, interviews will be held during the week commencing 11th July in Fairfield. The process will also include a short test covering written communication and IT skills and a group exercise.

Candidates who have been shortlisted for interview will be informed no later than 8th July.

Agencies: Please note, Fairfield does not accept unsolicited CV's from any agencies. We only accept CV's from agencies that have been appointed and briefed on the position currently advertised.

JOB DESCRIPTION

JOB TITLE	Head of Social Wellbeing
REPORTING TO	Assistant Manager
HOURS	37.5
SALARY	£27,885 without NAPA Level 3, £29,279 with NAPA level 3
JOB PURPOSE	To lead the delivery of the Fairfield social wellbeing programme

Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post and is not intended to be an exhaustive list. It is the job holder's duty to ensure that they are familiar with all procedures and policies relevant to the job.

Overview of Main Responsibilities (What the job involves)

Key Responsibilities	<ul style="list-style-type: none"> ➤ To maintain the 'Vision and Values' of the service in every decision taken ➤ With the support of the Assistant Manager, to develop, maintain and manage a responsive programme of activities and social interaction that meets all residents' needs with consideration of the whole person in each case using a person-centred approach ➤ To provide an interface between Fairfield and the local community and prospective residents ➤ To deliver the programme and provide support to residents in group activities and in one to one situations ➤ To manage the Social Wellbeing Team ➤ To carry out administrative tasks associated with the social wellbeing programme
Developing and managing the Activities Programme	<ul style="list-style-type: none"> ➤ To ensure that the programme effectively supports wellbeing and promotes higher quality of life through meaningful occupation for residents ➤ To make sure that each resident has regular input into the programme ➤ To organise and manage the monthly activities schedule ➤ To facilitate and promote participation from residents and social wellbeing team in external academic research ➤ To arrange parties/events held at Fairfield and allocate staffing where appropriate ➤ Take the lead in drawing up action plans following external audit, internal audit, satisfaction surveys, residents' meetings and root cause analyses and take the lead for action points highlighted in your area of allocated responsibility

	<ul style="list-style-type: none"> ➤ Make sure that action points are followed up and completed within agreed time frames ➤ Keep an accurate record of residents' attendance and engagement with the activities offered ➤ Evidence any changes in behaviours and report these to Team Leaders/Seniors on shift ➤ Liaise with Keyworkers, Team Leaders and Senior Carers to ensure that accurate social wellbeing care plans are in place as well as feeding into the general care plans for residents
Relationship with the local community	<ul style="list-style-type: none"> ➤ Lead the delivery of the Fairfield Social Club ➤ Assist with Fairfield's Carers Days ➤ Ensure that Fairfield's neighbours are aware of outdoor events and potential noise where necessary in order to maintain positive relationships
Programme delivery	<ul style="list-style-type: none"> ➤ Encourage and support residents to engage in the group activities ➤ Enable and support residents to enjoy minibuss trips out of the home ➤ Carry out one-to-ones with residents who remain in their rooms or who may need additional wellbeing support ➤ Use the PCS system to monitor and highlight social wellbeing needs of residents and monitor general engagement with the programme ➤ Use the PCS system to evidence interaction with each resident ➤ Communicate with families where appropriate to organise activities such as Video calling with residents
Staff management	<ul style="list-style-type: none"> ➤ Assist in the recruitment of new social wellbeing team members ➤ Perform the supervisions and appraisals of the social wellbeing team ➤ Participate in the induction, training and development of new team members ➤ Manage the rota for social wellbeing staff ➤ Support the team to make sure there are regular entries on social wellbeing in all relevant documentation within the plan of care ➤ Assist with recruitment of volunteers to support the social wellbeing programme
Administration	<ul style="list-style-type: none"> ➤ Maintain all risk assessment templates for every activity ➤ Perform location risk assessments prior to external trips ➤ Perform internal audits as requested ➤ Maintaining an audit trail for purchases made using your Fairfield credit card and comply with all agreed procedures and rules for its use ➤ Book activities and professional visits (hairdressing etc.). Liaise with suppliers and raise purchase orders for social wellbeing related purchases in line with agreed procedures ➤ Manage residents' newspaper accounts in line with agreed procedures

	<ul style="list-style-type: none"> ➤ Order and maintain stock for the tuck-shop and maintain and display up-to-date price list and tuck-shop accounts in line with agreed procedures
Other	<ul style="list-style-type: none"> ➤ To work under the general direction of the Assistant Manager to understand and fulfil key responsibilities ➤ All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect and have a working knowledge of GDPR. ➤ All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974. ➤ To keep up to date with Fairfield’s policies procedures and protocols and apply them at all times ➤ To be prepared to undertake training as required to maintain and update all skills and knowledge to meet the needs of the service. ➤ To remain receptive to the changing needs of the service and to undertake any duties not covered in this document but falling within the general scope of this role.

Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
Performance Focus	<ul style="list-style-type: none"> ➤ An ongoing desire to learn and to achieve outstanding standards of care ➤ Excellent time management and ability to prioritise your workload and that of the activities team members when on duty ➤ Flexibility in dealing with the needs of residents. ➤ A safe and practical approach to work. ➤ Good timekeeping. ➤ Accuracy and thoroughness in dealing with financial matters 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Effective Relationships	<ul style="list-style-type: none"> ➤ Ability to establish and maintain good working relationships with staff and residents. ➤ A caring, empathetic and positive approach to residents and to colleagues, helping to foster a warm and comfortable environment in the home. ➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home. 	<p>E</p> <p>E</p> <p>E</p>
Communication	<ul style="list-style-type: none"> ➤ Ability to communicate requests clearly and check whether they have been understood ➤ Ability to give feedback in a constructive and helpful way ➤ Ability to check and ask for more information if requests received are not understood ➤ Ability to communicate well both in the written and spoken word. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> ➤ Ability to deal appropriately and empathetically with sensitive and confidential matters. 	E
Professional Skills, Knowledge and Experience	<ul style="list-style-type: none"> ➤ To hold or work towards the NAPA Level 3 qualification for Activities 	D
	<ul style="list-style-type: none"> ➤ Clean UK driving licence and willingness to drive minibus 	D
	<ul style="list-style-type: none"> ➤ Working knowledge of MS Office programmes and comfortable with new technology 	D