

Hamelin Trust

Assistant Director of Care (Interim)

Salary: £50,000 per annum (pro-rotta for the duration of the contract)

Location: Billericay, Wickford and Rochford (inc travel across Essex as required)

Hours: Full time - 37.5 hours per week

Contract Length: Six months, with the possibility of an extension for a further six months

Our mission:

At Hamelin Trust, we're not just a care organisation – we're a community of passionate individuals on a mission to build inclusive, caring, and compassionate environments for those with learning disabilities and autism.

Our belief is simple: by empowering and supporting individuals, we enable them to live life on their terms.

We've been on a transformative journey, redefining care for a better future. Now, we're looking for a dynamic addition to our team - an Assistant Director of Care to join us on an interim basis.

Reporting to our Director of Care, you'll play a pivotal role in stabilising and growing our existing services across Billericay, Wickford, and Rochford and providing management to our new projects.

Your Impact:

As the Assistant Director of Care, you will be the driving force behind our next phase of transformation.

Your mission: to ensure Hamelin Trust delivers exceptional experiences that not only meet but exceed our guests' needs and expectations.

You will bring with you a working knowledge of industry quality standards, and your keen eye for detail and commitment to a quality service provision will ensure we never fall short.

You'll provide effective leadership, fostering a positive, high-performing, and collaborative team culture that aligns with our charity's objectives.

Skills, Knowledge & Abilities:

We're on the lookout for someone with:

- Effective leadership experience in a customer-focused team within a care setting.
- Commercial awareness and budget management skills.
- Proven organizational skills with the ability to handle a demanding workload.
- In-depth knowledge of regulatory frameworks and Key Lines Of Enquiry (KLOE).
- Passion for supporting disabled individuals
- A commitment to our mission and values, and willing to act as an ambassador for the charity.

Person Specification:

Qualifications:

- Level 5 Leadership and Management qualification or equivalent (D)
- Full driving license. Able to drive HT vehicles and use own car (E)

Experience:

- Team management experience (E)
- Experience working with individuals with a learning disability (E)
- Change management and service growth experience (E)

Knowledge and Skills:

- Confidence in managing a part-regulated service needing to grow and diversify (E)
- Strong communication skills (E)
- Commitment to continuous learning (E)
- ICT skills, including MS Office suite (E)

This is more than a role; it's an opportunity to lead, make a real impact, and be part of our transformative journey. If you're passionate about providing exceptional care and possess the skills to lead our team into the next phase of our transformation, we want to hear from you.

The closing date for applications is 22nd February, however we reserve the right to close this early should we receive sufficient applications. Initial telephone interviews will take place on the w/c 26th February with informal first stage visit to our Rochford Service. Formal in-person interviews will take place on the 5th and 6th March.

Whilst we recognise and appreciate the time and effort it takes to apply for a position, we regretfully are not always able to reply to each candidate. If you have not heard from us within 4 weeks of your application, please assume that this time, you have been unsuccessful.

All applicants need to be able to evidence the right to work in the UK.

Hamelin Trust has a duty to safeguard and promote the wellbeing of the people it supports and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding and recruitment clearances.

Full Job Description Below:

Hamelin Trust

Job Title:	Assistant Director of Care (Interim)
Accountable to:	Director of Care
Location:	Billericay, Wickford and Rochford (inc travel across Essex as required)
Hours:	Full time - 37.5 hours per week
Contract Length:	Six months, with the possibility of an extension for a further six months
Salary:	£50,000 per annum (pro-rotta for the duration of the contract)
Grade:	7
Direct reports:	Registered Managers for Community Services and Residential Services

About Us

At Hamelin Trust, we're not just a care organisation – we're a community of passionate individuals on a mission to build inclusive, caring, and compassionate environments for those with learning disabilities and autism. Our belief is simple: by empowering and supporting individuals, we enable them to live life on their terms. We work tirelessly to create positive and encouraging spaces, listening to the needs of our guests and providing opportunities they are entitled to. Our goal is to craft life experiences that truly make a difference, enhancing the quality of their lives and those around them.

Join Our Journey

We've been on a transformative journey, redefining care for a better future. Now, we're looking for a dynamic addition to our team - an Assistant Director of Care to join us on an interim basis. Reporting to our Director of Care, you'll play a pivotal role in stabilising and growing our existing services across Billericay, Wickford, and Rochford and also providing management to our new projects.

Your Impact

As the Assistant Director of Care, you will be the driving force behind our next phase of transformation. Your mission: to ensure Hamelin Trust delivers exceptional experiences that not only meet but exceed our guests' needs and expectations. You will bring with you a working knowledge of industry quality standards, and your keen eye for detail and commitment to a quality service provision will ensure we never fall short. You'll provide effective leadership, fostering a positive, high-performing, and collaborative team culture that aligns with our charity's objectives.

Your Responsibilities

- Ensure the delivery of outstanding experiences that comply with regulatory, contractual, and internal standards.
- Provide leadership, support, and professional development to service managers and administration teams.
- Collaborate as a business leader in strategic plans, ensuring efficient and quality care.
- Be accountable for all aspects of care, quality, and compliance across our services.
- Lead the implementation of a care management system (Log My Care) across the charity.

Skills, Knowledge & Abilities

We're on the lookout for someone with:

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- Commercial awareness and budget management skills.
- Proven organizational skills with the ability to handle a demanding workload.
- In-depth knowledge of regulatory frameworks and Key Lines Of Enquiry (KLOE).

- Passion for supporting disabled individuals and a commitment to our mission and values, acting as an ambassador for the charity.

Other Duties

Be ready to adapt in our dynamic environment and undertake other duties as needed for the effective operation of Hamelin Trust. This might include working evenings, weekends, and participating in the on-call rota.

Mandatory Criteria

- Respect professional codes of conduct.
- Take responsibility for health and safety.
- Attend all mandatory training.

Person Specification

Qualifications:

- Level 5 Leadership and Management qualification or equivalent (D)
- Full driving license. Able to drive HT vehicles and use own car (E)

Experience:

- Team management experience (E)
- Experience working with individuals with a learning disability (E)
- Change management and service growth experience (E)

Knowledge and Skills:

- Confidence in managing a part-regulated service needing to grow and diversify (E)
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