



## HEADWAY GLOUCESTERSHIRE

Headway House  
Great Western Road  
Gloucester  
GL1 3EP

Telephone: 01452 312 713

E-mail: [admin@headwaygloucestershire.org.uk](mailto:admin@headwaygloucestershire.org.uk)

Website: [www.headwaygloucestershire.org.uk](http://www.headwaygloucestershire.org.uk)

Registered Charity No: 299805

<b>Day Lead</b>	
<b>Salary</b>	£27,000 - £28,500. NJC Scale 5 (2023)
<b>Hours</b>	Full time (37.5 hours)
<b>Based at</b>	Headway House, Gloucester
<b>Contract</b>	Permanent
<b>Line Manager</b>	Strategic Enablement and Hub Manager
<b>Main objectives</b>	
<ul style="list-style-type: none"> <li>The Day Lead will be responsible for the organisation, planning and delivery of Headway Gloucestershire's activity programme and centre-based service.</li> <li>To maximise and enable the wellbeing, autonomy and independence of individuals with acquired brain injury in Gloucestershire.</li> <li>To work closely with the Strategic Enablement and Hub Manager to develop Headway Gloucestershire's Day Service.</li> </ul>	
<b>Key responsibilities</b>	
<b>Day Lead</b> <ul style="list-style-type: none"> <li>Develop, deliver and evaluate a programme of quality activities designed to support individuals with acquired brain injury as they work towards their recovery goals.</li> <li>Provide regular support and direction to the Day Service Team, including volunteers, to create a stable, safe and welcoming environment where professional boundaries are sensitively managed and a sense of community is championed.</li> <li>Demonstrate and role model appropriate responses to behaviours which may present as an outcome of acquired brain injury.</li> <li>To always have regard to the safeguarding, risk assessment and health and safety requirements of the service.</li> </ul>	
<b>Client support</b> <ul style="list-style-type: none"> <li>Provide professional, impartial, enabling and outcome focused support to adults with an acquired brain injury.</li> <li>Provide person centred and tailored Key-working to individuals: - to enable individuals to plan and work toward their recovery goals to maximise our contribution toward their recovery.</li> <li>Support the referral process for individuals accessing Headway Gloucestershire's Day and Hub service.</li> <li>To be physically able to provide personal care to support the physical wellbeing of individuals where required.</li> </ul>	
<b>External relationship building/Multi agency development work</b> <ul style="list-style-type: none"> <li>To maintain relationships with community providers who enrich our offer.</li> <li>To help raise awareness about Headway Gloucestershire throughout Gloucestershire.</li> <li>To support the recruitment of Volunteer's and Students.</li> </ul>	
<b>General</b> <ul style="list-style-type: none"> <li>To understand and implement Headway Gloucestershire's policies and practices.</li> </ul>	



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- To be physically able to provide basic meal preparation and support with washing up where required.
- This job description cannot cover every issue or task that may arise within the post at various times. The successful candidate will be expected to carry out other duties from where required which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

### Diversity

- To ensure the team work effectively with Headway Gloucestershire's equality and diversity framework.

### PERSON SPECIFICATION

What is Headway Gloucestershire looking for?	How will we check if you have it?	
Knowledge, skills and experience	Application Form	Interview
Experience of leading teams to deliver outcomes.	✓	✓
Experience of responsibility for service operations.	✓	✓
Demonstrate an enabling approach and experience of work with vulnerable individuals.	✓	✓
Knowledge about the causes and outcomes of acquired brain injury, the recovery and rehabilitation pathway and the issues that individuals can experience ( <b>desirable</b> ).	✓	✓
Knowledge and experience of working within a safeguarding framework.	✓	✓
<b>Competencies</b>		
<b>Leadership and Management: -</b> <ul style="list-style-type: none"> <li>• Ensure the Day Staff team understand and carry out their daily tasks.</li> <li>• Delegates work appropriately whilst taking abilities resources into account.</li> <li>• Take appropriate action where individuals are not meeting behavioural or performance standards.</li> </ul>	✓	✓
<b>Person Centred Approach: -</b> <ul style="list-style-type: none"> <li>• Experience of delivering a service that ensures participation of all individuals as appropriate to their needs.</li> <li>• Actively ensures that adults and children are safeguarded.</li> <li>• Manages confidential information appropriately and shows regard for sensitive and personal information.</li> </ul>	✓	✓



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<ul style="list-style-type: none"> <li>Actively checks health and safety needs, creating and following Risk Assessments, following policies and procedures accurately.</li> </ul>		
<b>Personal Development and Effectiveness: -</b> <ul style="list-style-type: none"> <li>Is punctual.</li> <li>Captures accurate records and produces additional information as required.</li> <li>Demonstrates a commitment to working towards shared goals and a collaborative approach with individuals who use the service, staff members and volunteers.</li> <li>Monitors, manages and undertakes multiple tasks</li> </ul>	✓	✓
<b>Specialist Knowledge and Application: -</b> <ul style="list-style-type: none"> <li>Demonstrates procedures, policies and requirements are applied appropriately.</li> <li>Demonstrates thorough job-related knowledge and expertise and strives to develop new areas of expertise.</li> </ul>	✓	✓