Catholic Care
Caritas Leeds

Person Specification

Post: Deputy Manager
Base: Living for Tomorrow – Adult Learning Disabilities services

Experience, Knowledge & Skills	Essential	Desirable
Completed NVQ Level 3 in Care or equivalent; senior experience in supported living or residential care.	✓	
Experience supporting adults with learning disabilities and complex needs, including people who communicate distress through behaviour.	✓	
Experience supervising staff, coordinating support and modelling person-centred practice.	✓	
A full, valid driving licence and the ability to travel between services.	✓	
Level 5 Leadership and Management in Social Care qualification, or willingness to work towards it.		✓
Understanding of safeguarding, consent, mental capacity, risk management and CQC quality expectations, with the ability to apply these in everyday decisions.	✓	
Ability to develop and review support plans, use electronic records and Microsoft Office, and turn feedback and quality findings into improvements.	✓	
Clear spoken and written communication; ability to motivate staff, give constructive feedback and address concerns respectfully.	✓	
Ability to prioritise, coordinate rotas, understand budgets and authorisation limits, and make reasoned decisions while recognising when to escalate.	✓	
Commitment to dignity, equality and inclusion, with the ability to work flexibly, travel as required and represent Catholic Care professionally.	✓	

Safeguarding
Catholic Care is committed to safeguarding and promoting the welfare of adults at risk. The successful applicant will be required to undertake an enhanced DBS check and follow all safeguarding procedures and policies.