



Job Description

Practice Manager

The post – key objectives

The Practice Manager

- Will work closely with the Chief Executive and other Us in a Bus staff, managing the standard of practice at Us in a Bus.
- Will support the aims of Us in a Bus in all aspects of its work
- Will be a member of the Us in a Bus management team, and will have matrix management responsibilities (though no direct reports). The role reports to the Chief Executive.

Management

Day-to-day control and direction of Us in a Bus is the responsibility of the Chief Executive, supported by the management team. The Chief Executive is accountable to the Trustees. The Practice Manager will be accountable to the Chief Executive who will provide (or organise) support and training as appropriate, and who will provide regular Review Sessions.

Core Responsibilities

Practice Manager

- Working with Practitioners to ensure a high level quality of practice is maintained. This will be through spending time with each team per month, and holding regular Practice Review Sessions either individually, in pairs or in Training Week.
- Updating and implementing FFE, and updating the Practice section in the staff handbook; ensuring the two link together
- Being available to Practitioners to talk through practice based support needs, either in person, on the telephone or other electronic, or in regular Practice Review Sessions.
- Observing and working with Practitioners to support their practice and facilitate their learning
- Working closely with the Director of Training, to identify and address training needs, assisting in the development and provision for UIAB staff and sourcing external training opportunities; supporting UIAB staff to develop their skills and confidence in practice

- Maintaining a sound knowledge of the organisations practice and organisational matters to be able to deal effectively with enquiries about the service
- Setting and maintaining good standards of feedback. Leading by example – being self-aware and open to feedback. Ability to provide feedback – potentially difficult or challenging – is a requirement.
- Maintaining the ability to speak professionally and confidently with the team, and also with stakeholders. This may mean presenting at large conferences, or meetings, and doing so with skill and capability; including holding a strong intellectual grasp on the subject of II and LD issues
- Working closely with other members of the Management team to develop Training, Coaching and Mentoring and other projects, either as part of a team or independently
- Experience of working within management, and skills at operating at a management level, e.g. financial reviews; or a willingness to learn.

We are offering this role as a full-time position, which is our strong preference. If you wish to work part-time, please state in your application how many hours you could work (must be 25+). The hours required will mean travel to observe sessions and meet stakeholders, and may result in hours worked being outside standard working hours.

It is necessary requirement for this role to be the holder of a visa allowing you to work in the UK, a CRB check, a full driving licence and to be reasonably fit and independently mobile.

For the reference of internal candidates this post is a Blue/Green 2 or above