



Flexicare is an Oxfordshire based charity providing a home sitting service for families with severely disabled children. Flexicare is fun, friendly, joyous, exhilarating, fulfilling (sometimes exhausting!) and always different. The team is comprised of a Manager (this post), Office Manager, three Co-ordinators and a cohort of volunteers. Hours of work are fully flexible, designed to fit around your existing commitments. If you believe in a learning journey where small steps make big strides, this may be the role for you. Closing date 12:00 noon 18<sup>th</sup> March 2022, with interviews towards the end of March.

Flexicare are currently recruiting a **full time Manager**:

**The post of Flexicare Manager offers a truly satisfying role for the right individual. Running our charity is challenging, meeting the needs of families in difficult circumstances, and maintaining a service that is truly flexible, is not easy. The rewards, however, are significant. If you have a passion for children with disabilities, and their families, if you've ever wanted a job where every day you can see the real difference you are making, this is the role for you.**

**The charity has always been run from the home of the manager, and ideally this will continue. However, do not let this be a bar to chatting to us, if you believe you are the right person to take on this role.**

- Flexible hours (approx. 37hrs per week – weekend and evening work will be involved) to fit around your life demands.
- £33,500pa Salary plus travel costs.
- Full training and support provided
- Pension scheme, including employer contribution
- 28 days annual leave
- Fuel costs and travel time reimbursement
- the Care Quality Commission, and the Charity Commission
- Managing and assuring the running of the charity, including financial management and fundraising
- Working with the Trustees to develop and deliver the aims and objectives of the charity, now and for the future

#### **Duties include**

- Carrying out sits in family's homes
- Arranging sits as requested by families
- Leadership and support for the team and ensuring high standards of care
- Assessing prospective new families and volunteers
- Facilitating training
- Management of all aspects of the governance of the charity, including liaison with Oxfordshire County Council,

#### **We are looking for someone who:**

- Is confident and forward thinking
- has experience of working with disabled children, in a health, social care, or educational role
- is experienced and capable in managing people and relationships
- is prepared to work flexibly (including some evenings and weekends)
- has use of a car for work purposes

A full job description is available via our website, [www.flexicare.org](http://www.flexicare.org)

If this is a role which might interest you, please start with an email to [admin@flexicare.org](mailto:admin@flexicare.org) to outline why this is the job for you. More information will then be available through an informal chat with our Chair of Trustees, James Ross.

Flexicare (Oxford and Abingdon), registered Charity no. 1172635.  
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