



RCPA Ltd – Registered Care Providers Association, Taunton.

Job Description:	Service Delivery Manager
Hours of Work:	24 hours p/w
Salary:	£22,500 (£37,500 fte)
Location:	Taunton office & home working

Key Duties:

1. Deliver key aspects of the RCPA membership offer, as agreed with the CEO
2. Arrange, organise and deliver regular online, (and when appropriate, face to face) RCPA events relating to health and social care and related issues
3. Respond to individual member inquiries
4. Respond to requests from health and social care colleagues and organisations to contribute to joint meetings, strategic initiatives, and other opportunities, representing members' views
5. Work with the CEO and Business Manager to identify new opportunities for organisational development and growth
6. Contribute to CEO reports to Board meetings
7. Deputise for CEO in external meetings where appropriate
8. Carry out any other duties that are within the scope, spirit and purpose of the job, as requested by the line manager

Person specification

- Experience of working at management level in the social care sector
- Excellent interpersonal and communication skills both verbal and written
- Experience of facilitating and chairing meetings and events
- Experience of providing advice and guidance to individuals/organisations
- Knowledge of the structure and the health and social care system in England
- Knowledge of the funding arrangements for care and support
- Knowledge of frontline issues relating to delivery of care and support

Please note that a more detailed job description and person specification will be provided with the application pack. **Closing date Friday 8th April 2022.**

For further details and an application pack please contact Laura Stooke, Business Manager, laura.stooke@rcpa.org.uk

For an informal discussion about the role, please contact Simon Blackburn, CEO simon.blackburn@rcpa.org.uk