



<https://bcop.org.uk/job/care-manager-asc/>

Care Manager at Anita Stone Court in Moseley

Description

Broadening Choices for Older People (BCOP) is a charitable organisation providing housing, care, and support for older adults, including specialised dementia care.

The **Care Manager** plays a key leadership role, ensuring the delivery of high-quality, person-centered care while overseeing clinical governance and compliance. They support and deputise for the General Manager, leading the nursing and care teams to maintain high standards. Responsibilities include staff management, care planning, regulatory compliance, and maintaining a positive, homely environment.

As the main drivers of our quality, compassion, values, homely reputation and business our General manager and Care managers are culture ambassadors, upholding and promoting our values.

The ideal candidate will have NMC registration, leadership experience in elderly care, strong organisational skills, and a passion for delivering excellent care.

Salary/Hourly Rate: £ 39,000 per annum

Contracted Hours per week: 35 hours per week – full time

Anita Stone Court is a 33-bedroom nursing home

Responsible for: All members of nursing and care staff team

Responsibilities

Key achievement areas:

These areas are assessed in a variety of ways within the organisation, inclusive of, but not restricted to, provider visit reports, quality assurance systems, home development plans, clinical KPI's, and are listed in detail in our job description.

Leadership and management:

- To build and sustain an effective home culture where the needs of all residents and families sits at the heart of the service.
- Develop and build close professional relationships at all levels.
- To lead the registered nursing team, in a manner that empowers them to always lead and manage the care teams effectively and efficiently.
- To lead the registered nurses of the home in the provision of the appraisal and supervision system for all nursing and care staff within the home, ensuring personal development plans are produced to underpin the training needs analysis of the nursing and care team.
- To assist the General manager with the performance management and time and attendance of the registered nurse and care team
- To deputise for the General manager, as required, and in periods of their absence from the home, to take an active part in agreed 'out of hours' on-call for the home.
- To take an active part in the attendance of relevant meetings both within the home setting, and externally
- To support the General manager in the reporting, and investigating on all

Hiring organization

BCOP

Employment Type

Full-time

Beginning of employment

June 2025

Industry

Social Care

Job Location

20 Moor Green Lane, Moseley, B13 8ND, Birmingham, United Kingdom, West Midlands

Working Hours

35

Base Salary

£ 39,000 - £ 39,000

Valid through

02.06.2025

regulatory issues including statutory notifications, safeguarding referrals, serious incident reporting, RIDDOR reporting, line of site reporting, and any required root cause analysis

To be aware of and contribute to quality and monitoring external audit of the home in relation to CQC PIR, BCC QAM 3 monthly self-assessment, BSOL QAF annual self-assessment, BSOL ICP annual self-assessment.

Nursing and care services:

- To ensure the safe and effective care delivery within the home, ensuring a high quality of care using a person-centred approach for all residents.
- In conjunction with the General manager, to ensure safe and effective nursing / care staffing rotas for the home, operating with a minimum of 4 weeks in advance, and within staffing grid / budget set.
- Manage and direct the nursing and care team within the home, ensuring they operate efficiently and flexibly, and are focused on always meeting the individualised needs of the residents.
- To lead the registered nursing team, in promoting the active in-put to the care planning system of residents / representative, and regular 3 monthly care reviews (unless resident / representative request other timescales, in which case this must be clearly documented).
- To lead the registered nursing team in the production and maintenance of person-centred plans of care, in accordance with BCOP care planning policies
- To always lead the clinical lead and registered nursing team in the safe and effective management system of medications.
- To mentor, coach and over-see the registered nurses in the monitoring of carers supplementary documentation, and to ensure this correlates with directives of care planning.
- To ensure cost effective, safe levels of clinical / medical supplies are always available to the nursing / care team, operating within pre-set medical supplies budget.
- To promote and manage the clinically required quality assurance system, and clinical KPI's in accordance with BCOP quality assurance system
- To provide nursing shift cover for the home where possible in the promotion of continuum of care, and prevention of the use of agency nurses.

Qualifications

Candidates must have a current NMC registration PIN

Once in post, the successful candidate will need to be conversant with all BCOP policies and procedures, with particular regard to:

- Fire regulations
- Code of confidentiality / GDPR
- The Health & Safety at Work Act
- Statutory training courses
- Health & Social Care Act
- Mental Capacity Act
- Contracting with Birmingham County Council and
- Birmingham and Solihull Clinical Commissioning Group
- The role and purpose of CQC, required statutory notification and inspections
- Undertake other duties from time to time as directed by the General Manager in relation to the good management of the home.

Our care manager will represent the Home in all matters relating to care and clinical matters to outside bodies, and carry out any other duty commensurate to the role and at the reasonable request of the manager.

The above is an indication of the main areas of responsibility of the post holder. It is not an exhaustive list of duties., and may be subject to change to meet the needs of the home and its residents.

The post is subject to satisfactory enhanced disclosure.

Job Benefits

As well as a competitive salary other benefits of working for BCOP include:

- Free on site car parking, with good links to public transport network
- 24 days annual leave plus bank holidays, increasing to 29 days after 5 years' service
- Free health insurance
- Free Life Assurance scheme
- Workplace pension
- Flexible on site working

Contacts

How to apply

Please click on the 'Apply now' button on the right hand side of this page.

Add your contact details.

Upload for your CV and a covering letter (of no more than two pages) outlining how you meet the requirements of the role.

You can download the full [job description and person specification here.](#)

We look forward to receiving your application.

If you have any further questions please email HR1@bcop.org.uk.