

## Role Profile

<b>Title</b>	<b>Shared Lives Development Specialist</b>
<b>Reporting to</b>	<b>Shared Lives Registered Manager</b>
<b>Job Purpose</b>	<p>The Shared Lives Development Specialist will lead the <b>growth, quality and sustainability</b> of the Shared Lives services in Doncaster and York by recruiting, assessing and supporting high-quality Shared Lives carers, raising awareness of the model locally, and working in close partnership with Doncaster and York City Councils and wider stakeholders.</p> <p>The postholder will ensure that all development activity is <b>person-centred, values-led and fully compliant</b> with CQC regulations, Shared Lives Plus guidance and Avalon's quality standards, contributing to the delivery of safe, sustainable and relationship-based support.</p>

<b>Key Responsibilities</b>	
Service Development & Growth	<ul style="list-style-type: none"> <li>Lead the development and delivery of a <b>local Shared Lives development plan</b> for Doncaster &amp; York, aligned to Avalon's wider Shared Lives strategy.</li> <li>Oversee the <b>end-to-end recruitment, assessment and approval</b> of new Shared Lives carers, ensuring robust, proportionate and values-based decision-making.</li> <li>Implement targeted and innovative carer recruitment approaches, working closely with the Marketing &amp; Communications team to develop engaging campaigns.</li> <li>Actively promote Shared Lives across Doncaster and York, attending community events, forums and partnership meetings to raise awareness of the model.</li> <li>Monitor progress against agreed development targets, evaluating impact and adapting plans as required.</li> </ul>
Carer Recruitment, Assessment & Support	<ul style="list-style-type: none"> <li>Coordinate and undertake <b>Shared Lives carer assessments</b>, ensuring compliance with Shared Lives Plus guidance, CQC expectations and local authority requirements.</li> <li>Ensure assessments fully consider: <ul style="list-style-type: none"> <li>Safeguarding and risk</li> <li>Compatibility and household dynamics</li> <li>Capacity, consent and best-interest decision-making (MCA)</li> <li>Equality, diversity and inclusion</li> </ul> </li> <li>Support carers through the approval process, offering clear guidance, reassurance and timely communication.</li> <li>Identify learning and development needs for carers and work with colleagues to ensure appropriate training and support is in place.</li> </ul>
Partnership & Commissioning Relationships	<ul style="list-style-type: none"> <li>Work closely with Doncaster &amp; York City Council commissioners, social workers and care managers to support referrals, development priorities and service sustainability.</li> <li>Contribute to joint planning discussions, portraying Avalon as a <b>trusted, collaborative and solution-focused partner</b>.</li> <li>Build and maintain strong relationships with carers, people supported,</li> </ul>

	<p>families, advocates and external professionals.</p> <ul style="list-style-type: none"> <li>▪ Represent Avalon at regional and sector forums, including Shared Lives networks.</li> </ul>
Quality Assurance, Safeguarding & Compliance	<ul style="list-style-type: none"> <li>▪ Ensure all development activity is underpinned by <b>person-centred practice</b> and continuous quality improvement.</li> <li>▪ Maintain up-to-date knowledge of: <ul style="list-style-type: none"> <li>- CQC Fundamental Standards</li> <li>- Shared Lives Plus guidance</li> <li>- Safeguarding legislation and local procedures</li> </ul> </li> <li>▪ Identify, escalate and respond appropriately to safeguarding concerns or quality issues.</li> <li>▪ Promote systems and practices that support regulatory compliance and high-quality outcomes.</li> </ul>
Administration, Data & Governance	<ul style="list-style-type: none"> <li>▪ Maintain accurate, timely and compliant records (electronic and paper-based), including carer records, assessments and service documentation.</li> <li>▪ Analyse management information and produce clear reports demonstrating progress against development plans.</li> <li>▪ Ensure all required documentation is in place and maintained, including: <ul style="list-style-type: none"> <li>- Person-centred support plans</li> <li>- Carer agreements and approvals</li> <li>- Risk assessments and reviews</li> <li>- Financial and medication records (where applicable)</li> </ul> </li> <li>▪ Ensure systems and databases are kept up to date and used effectively.</li> <li>▪ Support appropriate financial oversight, including verification and sign-off of relevant records in line with delegated authority.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>▪ Uphold and actively promote Avalon's values and ethos at all times.</li> <li>▪ Manage workload effectively, prioritising tasks and meeting deadlines.</li> <li>▪ Work flexibly to meet the needs of carers, people supported and the service.</li> <li>▪ Attend mandatory training and participate fully in supervision, appraisal and professional development.</li> <li>▪ Take responsibility for ongoing learning and skills development.</li> </ul>

Core Competencies	
Communication & Professional Practice	<ul style="list-style-type: none"> <li>▪ Listens actively and communicates clearly and compassionately.</li> <li>▪ Uses a range of communication methods effectively.</li> <li>▪ Maintains accurate, objective and high-quality records.</li> </ul>
Organisation & Reliability	<ul style="list-style-type: none"> <li>▪ Plans and prioritises effectively.</li> <li>▪ Works calmly and reliably under pressure.</li> <li>▪ Can be trusted to deliver consistently high standards.</li> </ul>
Partnership & Teamwork	<ul style="list-style-type: none"> <li>▪ Builds respectful, trusting relationships.</li> <li>▪ Works collaboratively across teams and with external partners.</li> <li>▪ Represents the organisation positively at all times</li> </ul>
Problem Solving & Judgement	<ul style="list-style-type: none"> <li>▪ Anticipates challenges and responds proactively.</li> <li>▪ Identifies root causes and develops practical solutions.</li> <li>▪ Exercises sound professional judgement</li> </ul>
Innovation & Adaptability	<ul style="list-style-type: none"> <li>▪ Brings ideas and energy to service development.</li> <li>▪ Responds positively to change.</li> <li>▪ Demonstrates initiative and self-motivation.</li> </ul>

## Person Specification

	Essential	Desirable
<b>Qualification</b>		
Level 3 Diploma in Health & Social Care or relevant professional qualification in Social Care or Health, or be working towards this		✓
Access to own transport that can be used for work purposes, with a full valid licence	✓	
<b>Experience</b>		
Proven success in developing, monitoring and delivering targeted business plans		✓
Experience of working with multi-disciplinary teams	✓	
<b>Knowledge and Understanding</b>		
Knowledge of Shared Lives		✓
Extensive working knowledge of regulation relating to social care		✓
A thorough understanding of current social care policy issues, quality standards and best practice		✓
<b>Skills</b>		
Confident in engaging and interacting with a diverse range of people particularly on a personal level	✓	
Ability to communicate effectively at all levels both orally and in writing	✓	
Confident planning and managing own workload to meet service need and growth targets	✓	
Confident in the use of social media to promote best practice and develop services	✓	
Proficient IT user – Word, Outlook, Teams and other software tools	✓	