



Job Element	Detail
Job Title	Amasiko Halfway House Manager (qualified social worker)
Current Incumbent:	
Reporting To	Operations Director
Location	Amasiko Halfway House, Kitumba, Kabale.
Introduction	Alongside Africa Uganda (AAU), a young and growing Ugandan NGO with the vision of a world in which every individual has the opportunity to make a living. We believe in achieving this mission through the provision of opportunities, not aid. AAU works closely with and is supported by Alongside Africa, a UK charity registered with the Charities Commission of England and Wales.
Main Purpose	The Halfway House Manager is responsible for the development, physical, spiritual and mental welfare of the residents of the Halfway House, the maintenance of the Halfway House grounds and buildings and all assets on the Halfway House premises.
Qualifications and skills	Essential: • The incumbent will hold a minimum of a bachelor's degree in social work from a recognised university and will have a minimum of three years relevant experience. • Experience of working with young women. • Good written and verbal English skills • Excellent verbal Rukiga • Computer literate Preferred • Driving licence for motorbike or car with driving experience
Duties & Responsibilities	Draw up, maintain and execute an operational plan for the Halfway House that covers development of residents, welfare, catering and maintenance. This plan, including policies and procedures, should be reviewed at least once a year (in June) and updated where necessary. Oversee the technical training of residents and provide hands-on training in English, mathematics, life skills and the teaching of the rights and responsibilities of women. Liaise regularly with Shalom Technical College and ensure MOU is up to date and adhered to. Obtain and review applications for each new intake, review these and conduct home visits to the potential students. Select the students for each intake and record all the relevant information of each new intake in Salesforce. Draw up an annual budget and review it with the Operations Director by 1st June every year. Establish a regular resident's forum to discuss all issues raised by management, staff and residents. This forum will also have limited decision-making responsibilities, working within the operational and financial plans of the Halfway House and the policies of AAU. Maintain minutes of the forum meetings.



	Compile a monthly report for inclusion in the AAU monthly report, including a summary of monthly and year to date expenditure. This report should be submitted by the 3rd of every month. Ensure that all assets of the Halfway House are secured and maintained, with stock records kept of each asset. Conduct stock take of assets at least twice per year. Inform the Operations Director of any loss of assets. Check the premises at least once a month and note any maintenance that needs to be done. Ensure that the Operations Director is made aware of maintenance needs. Ensure that any maintenance or garden work is carried out to required standards and liaise with the director in case of extra work required or sub- standard work. Ensure a regular and constant supply of clean water, including running water to the shower and toilet facilities. Ensure that food preparation/storage is executed in a hygienic manner and that all residents participate fully in all kitchen duties. Ensure that the residents get a well-balanced diet that will enhance their physical well-being. Ensure that the kitchen, bathrooms, dormitories and classrooms as well as the surrounding areas are well maintained to a high standard of hygiene. Keep records in SalesForce of all counselling sessions, medical interventions (including first aid) and any other concerns regarding individual residents. Ensure that each resident has an up-to-date file that records their history, any significant events as well as their progress at the centre. These files should rather have too much information than too little. Ensure that all the above information is up to date in Salesforce, including photographs. Oversee the work of all other employees at the Halfway House, do regular formal and informal reviews and keep meticulous staff records. Report back to the management team on a regular basis (at least once a week) on successes, progress and problems. As far as is practicable, work with residents to ensure that the centre is self-sufficient in vegetable supplies. Maintain contact with and maintain records of all alumni, especially with regards to their progress in the first two years after graduating.
Measures of success	☐ An updated operational plan for the Amasiko Halfway House is available in the manager's office as well as in the administrative office. ☐ Technical training of the residents is producing good results, and the residents are making progress in English, basic numeracy as well as social and life skills. Female residents are aware of and actively promoting the rights and responsibilities of women. ☐ An up-to-date MOU with Shalom Vocational Institute is in place and adhered to. ☐ New applications are reviewed in time and home visits carried out. A form is filled out for each applicant. ☐ A new group is selected to start when each current group finishes. ☐ Details of each member of the new group is recorded in Salesforce by the time the group starts. ☐ An annual budget is in place and adhered to.



	☐ Establish a regular residents' forum to discuss all issues raised by management, staff and residents. Minutes of these meetings are filed and issues raised in management meetings where appropriate. ☐ Records of 6-monthly stock-taking are filed, and losses/maintenance are noted and action taken. ☐ The site has a clean and constant water supply, and toilets and showers are working and used. ☐ Food preparation and storage is hygienic, and residents are participating in kitchen duties. ☐ Residents get a balanced, nutritious diet conducive to physical well-being. ☐ The kitchen, bathrooms, dormitories and classrooms are clean and well-maintained and the compound looks inviting and clean. ☐ Vegetable gardens are well maintained, and maximum production is maintained ☐ Records of counselling sessions, medical interventions and any other notes (including progress in skills training with photos) are available in Salesforce. ☐ Records of annual staff reviews are up to date and recorded. ☐ Records of alumni and contact details are available in Salesforce with notes and photos of follow-up visits. ☐ Residents achieve their potential during their stay at Amasiko Halfway House and leave as confident, skilled members of society, able to earn a living.
Conduct	The role holder agrees to abide by the follow code of conduct, with any amendments that will be made periodically by the AAU Board: Employees shall: • Adhere to all policies and procedures of AAU in place at the time of appointment and as amended from time to time. • Conduct themselves in a professional manner at all times and not bring AAU or Alongside Africa in the UK into disrepute at any time through word or deed. • Be open and transparent at all times in dealings with partners, Alongside Africa, other AAU staff, other CBOs / NGOs and all other stakeholders • Only travel in vehicles that have a minimum of third party insurance when on AAU business (including travel in own vehicle). • At all times comply with the law of Uganda and local regulations when conducting any form of business on behalf of AAU. For the elimination of doubt neither AAU nor Alongside Africa in the UK will be responsible for any fines or penalties incurred by a member of staff or volunteer of AAU when undertaking business on behalf AAU. • Be open and transparent about all activities outside of their employment that may impact on said employment; for example undertaking studies or other work. • Adhere to the Children's Act as amended in 2016 (A copy can be found in the Executive Director's office) • Take annual leave as provided in the employment contract – this is to ensure the welfare of each member of staff. • Work in a productive and harmonious manner with all the members of the AAU team
Hours	This is a residential position – please refer to the contract of employment for time off.